

ISLAMIA COLLEGE PESHAWAR EMPLOYEES RESIDENCE RULES 2015

1. Preliminaries:

- a. As provided under Section 31 of the Khyber Pakhtunkhwa Universities Act 2012, the following Rules are hereby framed.
- b. Title: These rules shall be called ISLAMIA COLLEGE PESHAWAR EMPLOYEES' RESIDENCE RULES 2015.
- c. Commencement: These rules shall come into force with immediate effect, i.e. from the date of approval by the Syndicate.
- d. Application: These rules shall apply to all official residences (houses) of Islamia College Peshawar excluding staff hostel and bachelor flats. These rules are subject to the Act and Statutes governing the University.

2. Definitions:

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

- a) **“University”** means Islamia College Peshawar
- b) **“Vice-Chancellor”** means the Vice-Chancellor, Islamia College Peshawar.
- c) **“Registrar”** means Registrar of Islamia College Peshawar.
- d) **“Director”** means Director of Works or any other official of the University responsible for maintenance and repair of employees' residences.
- e) **“Employee”** means a confirmed employee of Islamia College Peshawar in BPS-17 or above in teaching and officer cadre.
- f) **“House”** means any type of residential accommodation (excluding Bachelor Accommodation).
- g) **“Allotment Committee”** means the Committee as Constituted under Section 7 of these rules.
- h) **“Allottee”** means an employee to whom the house is allotted.
- i) **“Act”** means Khyber Pakhtunkhwa Universities Act-2012.
- j) **“Rules”** means rules framed by the University under the Act or adopted otherwise in the manner prescribed.
- k) All other terms and expressions will have the same meaning as given in Section 2 of the Act.

ISLAMIA COLLEGE PESHAWAR EMPLOYEES RESIDENCE RULES 2015

3. Eligibility:

- a. All confirmed/Tenure Track System employees of the University having 5 years experience in the University are eligible for house allotment. In case of no eligible candidate in Category A, the condition of 5 years experience may be relaxed by the competent Authority.
- b. No type of leave with pay except LPR and leave without pay shall affect an employee's right to apply for a house. An employee on LPR whether availing or otherwise shall not be eligible to apply for allotment or exchange of official residence.

4. Record and Register:

- a. The Record and Register of allotment and vacation of all houses shall be maintained in a Register at the Establishment Section of the Registrar's office, while that of maintenance, repair and utilities shall be maintained by the office responsible for maintenance and repair.
- b. Specific numbers shall be assigned to all houses and notified by the Registrar within two weeks of the approval of these rules by the Syndicate with reference to the current occupant of each house. In all subsequent correspondence, the house shall be referred to by its officially allocated number only.
- c. The Registrar's office shall make sure that no house is either unnecessarily vacant or unduly occupied. No illegal occupation shall go unnoticed and shall be timely reported to relevant authorities for action.

5. Application:

Applications shall be invited through circular/ notification to all employees, by the Registrar's office for a house which has fallen vacant or which is going to be vacated within the next six months' time.

6. Allotment Authority:

A house shall be allotted by the Vice-Chancellor, on recommendation of the Allotment Committee.

7. Allotment Committee:

The allotment Committee shall consist of:-

- i) One Professor or Associate Professor to be nominated by the Vice-Chancellor who will also act as convener.
- ii) One Assistant Professor or Lecturer to be nominated by the Vice-Chancellor.
- iii) Director of Works or his nominee
- iv) One officer to be nominated by the Vice-Chancellor.

ISLAMIA COLLEGE PESHAWAR EMPLOYEES RESIDENCE RULES 2015

- v) Director of Works or his nominee.
- vi) President or his nominee of Employees' Union/Association or their respective Committee.
- vii) Registrar or his nominee not below the rank of Assistant Registrar.

The quorum for a meeting shall be four members.

8. Settlement of Dispute:

In case the Vice Chancellor does not agree with the decision of the Allotment Committee in a particular case, the issue will be referred back to the Committee for settlement. However, the Vice-Chancellor's decision shall be final.

9. Allotment Procedure:

- a. Houses will be allotted strictly in order of Seniority among the applicants for each house allottees from amongst the applicants for each house. A substitute allottee will get the house if the preceding allottee fails to occupy the house within the prescribed period.
- b. Seniority for the purpose of allotment shall be determined strictly by the length of service at Islamia College Peshawar in BPS-17 & above.
- c. Period spent on any type of leave except leave without pay shall be counted in seniority for house allotment.
- d. An employee who is allotted with a house & occupied by him shall be barred from applying to another house for three years from the date of initial of the house in the same category.
- e. Husband & wife being both employees of the Islamia College Peshawar, the house rent shall be deducted from the allottee only.

10. Occupation of House:

- a) 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 7 days. In case the allottee fails to occupy the house within specified period, the allotment orders shall stand cancelled and the house be allotted to the next candidate on merit.
- b) The convener /nominee of the allotment Committee shall monitor and will ensure expidious repair and the allotted house.
- c) The Director shall hand over possession of the house to the allottee and record the fittings, installations 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.

ISLAMIA COLLEGE PESHAWAR EMPLOYEES RESIDENCE RULES 2015

- d) No addition in or alteration to the house shall be effected without prior permission of the Vice- Chancellor. Any type of construction shall not be demolished/claimed on the pretext being built from personal resources. 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.

11. Allotment for the Residence of Employees:

- a) The house allotted to an employee shall be solely for the residence of his family and no outsider shall be allowed to live there on regular/permanent basis. The allottee shall be responsible for the behavior of his family members/dependents.
- b) The allottee in case of private house hold servants shall fully reveal the antecedents of the afore said private servants & will ensure that such people are abide by the following keep or carry:
 - i. That the said servants shall not be allowed to keep or carry any fire arm contraband & domesticated /pet animals.
 - ii. That the allottee of the house shall entre in to a proper agreement with the occupant of the servant quarter on the prescribed profarma to be obtained from the office of Registrar, a copy of said deed will be provided to the Registrar office for official record.

12. Maintenance:

The University shall be responsible for keeping the houses in good condition and repairs (if any) white washing shall be carried after every 3 years. For the purpose of maintenance, 5% deduction shall be made from the basic pay of the allottee which shall be spent exclusively on maintenance of residence.

13. Employees Serving outside the University:

- a) An employee of the University transferred or deputed by the authorities without own request shall have the right to retain the official residence for the period of such transfer/deputation etc. subject to payment of due house rent and maintenance charges.
- b) An employee of the University transferred or deputed to a public sector organization on application or proceeding on leave without pay shall be required to vacate the house within six months of the transfer of his/her services.
- c) Family of an allottee, on study leave/sabbatical leave or training abroad, can reside in a house for the period of such leave/training provided the University dues are paid regularly, and subject to annual verification/progress of Study/Training by the Registrar of the University.

ISLAMIA COLLEGE PESHAWAR EMPLOYEES RESIDENCE RULES 2015

14. Prohibition of Mutual Exchange of Houses:

Mutual exchange of houses is not permitted without the prior approval of the Vice Chancellor.

15. Prohibition of Sub-letting House:

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 will also be charged such extra rent as may be fixed by the Syndicate for the period during which it was sub-let, assuming it from his very first day of occupation of the house.

16. Vacation of House:

- a) A house shall be vacated as soon as its vacation is due and the date and time of vacation shall be entered in the concerned register along with description of utilities clearance.
- b) A retiring employee would be allowed to retain University accommodation for a six months after retirement. If the house is not vacated after that period, utilities shall be disconnected and commercial rent shall be charged.
- d) A retiring employee would be allowed to retain University accommodation for a period of six months after retirement. If the house is not vacated after that period, utilities shall be disconnected and an amount equal to half pay, last drawn by him/her, shall be deducted from his/her pension for the first month and for the second month an amount equal to full pay, last pay drawn, shall be deducted. After second month 1 ½ pay last drawn shall be deducted. In case of death of an allottee during service, the dependents may retain the house for 12 months or till the stipulated date of retirement, whichever is later, subject to payment of due rent.