



Extract of Minutes of the 325th meeting of the Board of Directors of Haryana State Industrial and Infrastructure Development Corporation Limited (HSIIDC), held on 29th September, 2014 at 11:30 A.M. in the Board Room of the Corporation at C-13-14, Sector-6, Panchkula.

Item No. 43 Amendment to HSIIDC House Allotment Regulations - HSIIDC House Allotment Regulations, 2014 - (substituted item for Agenda at Sr. No. 41).

- (i) The Board considered the proposal and resolved to approve the 'HSIIDC House Allotment Regulations, 2014', as circulated to the Directors.
- (ii) The Board further authorised the Managing Director to take further necessary action in the matter.



Endst. No. HSIIDC:CS:2014/ 4492

Dated: 17.10.2014

A copy of the above is forwarded to the following for information and taking necessary action.

Adesh Goyal (PRA)

SM (PRA)

17/10

325th Board Meeting
Agenda Item No. 43

Sub: - Amendment to HSIIDC House Allotment Regulations
- HSIIDC House Allotment Regulations, 2014.

The Corporation has its own House Allotment Regulations, which came into force in the year 1995. At present, the Corporation have total 220 no. of flats of different categories at Sector-14, Panchkula and Sector-31, Gurgaon. Out of 220 No. of flats, 52 No. flats are at HSIIDC Apartments, Sector 14, Panchkula, 100 No. of flats are at Housing Board Complex, Sector 14, Panchkula and 68 No. flats at HSIIDC Apartments, Sector 31, Gurgaon. Details of aforesaid flats along with their status of occupancy and vacancy are given hereunder:-

Flats at HBC, Sector-14, Panchkula

Type of Flats	Covered area in Sq. ft.	Licence Fee	Total No. of Flats	Occupied	Vacant
I	563.21	1.5% of Basic Pay	30	20	10
II	703.74	- do -	35	24	11
III	876.74	- do -	20	20	0
IV	1074.23	- do -	10	10	0
V	1312.42	- do -	5	5	0
Total			100	79	21

Flats at HSIIDC Apartment, Sector-14, Panchkula

Type of Flats	Covered area in Sq. ft.	Licence Fee	Total No. of Flats	Occupied	Vacant
A	1650	2.5% of Basic Pay	8	8	0
B	1450	- do -	20	20	0
C	1250	- do -	24	24	0
Total			52	52	0

Flats at HSIIDC Apartment, Sector-31, Gurgaon

Type of Flats	Covered area in Sq. ft.	Licence Fee	Total No. of Flats	Occupied	Vacant
A	1673.85	2.5% of Basic Pay	8	8	0
B	1320.85	- do -	16	16	0
C	930.33	- do -	28	28	0
D	677.20	- do -	16	16	0
Total			68	68	0

Further, the Corporation has recently taken possession of 59 No. of flats from Haryana Financial Corporation in accordance with the decision taken by a Committee constituted by the State Govt. in its meeting held on 21.09.2011 as well as the Board of Directors of the HSIIDC in its meeting held on 10.07.2012. Presently, 21 No. of flats of HSIIDC of Type-I & II category are lying vacant at HBC, Sector-14 whereas 16 Nos. of flats recently taken over from HFC are lying vacant. A criteria for allotment of flats at Housing Board Complex, Sector-14, Panchkula to outside Government employees has been

formulated and incorporated in the proposed policy at Annexure -I.

The status of occupancy and vacancy of 59 No. of flats taken over from HFC is as under:-

HFC's Flats at HBC, Sector-14, Panchkula:

Type of Flats	Covered area in Sq. ft.	Proposed licence fee	Total No. of Flats	Occupied	Vacant
I	563.21	1.5% of Basic Pay	15	4	11
II	703.74	- do -	15	10	5
III	876.74	- do -	22	19	3
IV	1074.23	- do -	5	4	1
V	1312.42	- do -	2	0	2
Total			59	37	22

HSI IDC House Allotment Regulations were formulated in the year 1995 and many changes have been made as per requirement from time to time with the approval of the Managing Director. Further, many amendments have also been made by the State Government in its House Allotment norms, therefore, it is necessary to revise the HSI IDC House Allotment Regulations 1995, in the light of these norms. These regulations were formulated keeping in view the 105 flats at Housing Board Complex, Sector 14, Panchkula, whereas now Corporation has 279 No. of flats including flats at HSI IDC Apartment at Panchkula and Gurgaon for which criteria for allotment of official accommodation to the employees of HSI IDC, employees on deputation, retired employees retained on contract basis needs to be defined/ modified. Broadly following amendments have been made in the existing HSI IDC House Allotment Regulation, 1995-(Annexure - II):-

1. Earlier the criteria was framed on the basis of the flats at HBC, Sector-14 only now the eligibility criteria has been introduced for the flats at HSI IDC Apartments, Sector-14, Panchkula and Sector-31, Gurgaon. Pay scales in the eligibility criteria have been introduced. The same criteria/norms may also be applicable the flats taken from Haryana Financial Corporation.
2. A framework for allotment of flats at Housing Board Complex to outside Government employees is formulated in the proposed policy.
3. A framework for retaining of flat by the employee on deputation/under transfer/termination and rent to be charged from them is introduced keeping in view the requirement of Corporation.
4. Criteria of charging of penal rent in case of default by allottees has been revised.

The Board is requested to kindly consider and approve the revised HSI IDC House Allotment Regulations 2014 placed at Annexure-I. Further, MD/HSI IDC may be authorized to relax any of the conditions and to take necessary action for implementation of the House Allotment Regulations.

Approved by the Managing Director

HSI IDC HOUSE ALLOTMENT REGULATIONS, 2014

TITLE:

These regulations may be called “HSI IDC House Allotment Regulations, 2014”, regulating allotment of official residence/houses and other related matters to the employees of the corporation.

AUTHORITY:

The HOD (P&A) shall approve allotment of the flat of any category after recommendations of the House Allotment Committee comprising of three officers i.e. one each of Industrial Area, Internal Audit and P&A Division. The case may be referred to the Managing Director to get the relaxation in any of the conditions contained in the House Allotment Regulation Policy, in exceptional circumstances. Further, the committee shall be authorized to deliberate on the other issues regarding rent, regularization of period of overstay etc. and send its recommendations to P&A Division for approval of Managing Director.

The above Committee will meet after every two months or whenever considered necessary, to consider the applications received from the employees for allotment of flats to them.

ELIGIBILITY:

All regular employees of the Corporation as per their entitlement, shall be eligible for submission of their applications for allotment of flats to P&A Division. However, the employees under suspension at the time of allotment shall not be considered for the allotment of flats and the employees on deputation shall also be eligible for allotment of official accommodation of the Corporation as per their entitlement till they stay in the Corporation.

Since there is a shortage of flats as compared to the number of employees at Head Office, therefore, the employees who are having their own accommodation in Mohali, Panchkula and U.T. Chandigarh shall not be eligible for official accommodation of HSI IDC flats in Panchkula. However, such employees can be considered for allotment of flats only as a special case with the approval of Managing Director. The employees to whom the flats have already been allotted shall not be asked to vacate the flats, in case they have their own house in their /spouse name. The employees who have been transferred to other stations may be allowed to retain the flats at Panchkula or Sector-31, Gurgaon for a maximum period of one year / end of academic session of their ward, on normal rent with the approval of Managing Director and beyond one year or in case of unauthorized stay market rent as decided by the Corporation would be charged.

NOTE: Own accommodation means either a house/flat owned by the employee in his/her name or in the name of his/her spouse.

ENTITLEMENT:

The classifications for entitlement of flats shall be as under:-

HSI IDC Apartments, Sector-14, Panchkula

Sr. No.	Type of Flat	Designation entitlement for	Pay Scales	Remarks
1	A	DGM and above	15600-39100+8000, 37400-67000+8800, 37400-67000+10000, 37400-67000-12000	In case no DGM and above apply for the allotment of flat, the AGM,s in the pay scale of 15600-39100+7600 may be considered.
2	B	Sr. Manager/AGM	9300-34800+5400 15600-39100+6000, 15600-39100+7600	In case no SM (prof/non-professional/AGM apply for flat Managers in the pay scale of 9300-34800+5400, may be considered.
3	C	Managers/Assistant Managers and equivalents Personal Asstt./Asstt. Prog.	9300-34800+3600 9300-34800+4200, 9300-34800+5400	The first preference may be given to the Managers with Grade Pay of Rs. 5400

Housing Board Complex, Sector-14, Panchkula

Sr. No.	Type of Flat	Designation for entitlement	Pay Scales	Remarks
1	I	Peon/Chowkidar/Sweeper/Mali/Gen Set.Opt./Pipe Fitter/Mate/Helper To Clerk/Pump Attendant/Beldar	4470-7440+1300	
2	II	Clerk/Typist, Sr. A/C Clerk/Driver/TubewellOpt/Tracer /Sg-II, Peons, Chowkidars who granted second ACP Scale or completed 20 years of services irrespective of Pay Scales.	5200-20200+1900 5200-20200+2400	The preference shall be given to the Clerk/Typist/Driver etc. & above employees.
3	III	Asstt./Asstt.Actt./Asstt.(Sports)/SG-II &I/Supervisor/Pbx.Opt/Computer Operator, Clerk/Typist who granted second ACP Scale or completed 20 years of services irrespective of Pay Scales or their equivalent.	9300-34800+3200	
4	IV	Draftsman/Legal Asstt./Executive (PR),Asstt./Asstt.Actt./Asstt.(Sports) /SGII&I/Supervisor/Pbx.Opt or their equivalent.	9300-34800+3300	The allotment of flats may also be made to the employees mentioned at Sr. No. 3 in the pay scale of Rs.9300-34800+3200, if no employee in category 4 applies for the same.
5	V	Managers/Assistant Managers/Personal Assistants/Assistant Programmers/SR.COMM.ARTIST/Executive (PR)/Head Draftsman/ SG-1 and Assistants who have been granted 2 nd ACP scale or their equivalent	9300-34800+3600, 9300-34800+4200,	The allotment of flats may also be made to the employees mentioned at Sr. No. 4 in case no employee as per entitlement is eligible.

HSIIDC Apartments, Sector-31, Gurgaon

Sr. No.	Type of Flat	Designation entitlement for	Pay Scales	Remarks
1	A	DGM and above or their equivalent	15600-39100+8000, 37400-67000+8800, 37400-67000+10000, 37400-67000-12000	In case no DGM and above applies for the allotment of flat, the AGMs in the pay scale of 15600-39100+7600 may be considered.
2	B	Sr. Manager/AGM or their equivalent	15600-39100+6000, 15600-39100+7600	In case no SM(prof/non-professional/AGM apply for flat Managers in the pay scale of 9300-34800+5400, may be considered.
3	C	Managers/Assistant Managers and equivalents Personal Asstt./Asstt. Prog. or their equivalent	9300-34800+3600 9300-34800+4200, 9300-34800+5400	The preference shall be given to the Managers with Grade Pay of Rs.5400
4	D	Asstt./Asstt.Actt./Asstt.(Sports)/Sg-I/ Clerk/ Supervisor/EPbx.Opt/Computer Operator /Drivers and Class-IV employees with the service of 10 years or their equivalent	4470-7440+1300 5200-20200+1900 5200-20200+2400 9300-3400+3200	

RENT/OTHER CONDITIONS:

- The employees of the Corporation who have been allotted flats in Sector-14, Panchkula or Sector-31, Gurgaon etc. shall not be eligible for House Rent Allowance as admissible under the rules. Besides this, license fee @ 2.5% of basic pay in case of HSIIDC Apartments at Panchkula and Gurgaon and 1.5% of basic pay in case of HBC, Sector-14, Panchkula.
- Electricity, Water & Sewer Charges shall be borne by the occupants.
- No addition and alteration in the flats allotted by the Corporation to the employees/occupants shall be permitted.
- The liability for payment of rent shall be commence after one month from the date of issue of allotment order or from date of taking possession whichever is earlier.
- An employee shall also be liable for the payment of damage, excluding normal wear and tear, caused thereto or to the furniture, fixture or fitting or service provided therein by the Corporation for which the flat has been and remains allotted to him/her.
- For the above purpose, the officer/official to whom a flat is allotted shall be required when he enters into the flat and when he vacates, to sign an inventory of all services and fittings.
- The criteria as above shall be applied to future allotment and the flat already allotted under old criteria shall not be got vacated. Further, the employees of Haryana Financial Corporation who are occupying the flat shall continue to retain the said flats till their retirement as per their entitlement or winding up of the Corporation whichever is earlier.

Licence Fee

As per letter of State Govt. dated 01.09.2008, the Govt. has decided that the rates of license fee to be charged from Haryana Govt. employees for residential accommodation would be @ 1.5% of basic pay + DP & CCA for the revised scale after 01.01.1996 or the

standard rent of the type of accommodation in occupation whichever is less. Therefore, the Corporation is charging licence fee @1.5% of Basic Pay in case of flats at Housing Board Complex, Sector-14, Panchkula. The same rate of licence fee shall be applicable on the flats taken from Haryana Financial Corporation. There is a substantial difference in the quality of construction of flats at Housing Board Complex and HSIIDC Apartments, therefore, the licence fee @ 2.5% of basic pay is being charged for the flats at HSIIDC Apartments at Gurgaon and Panchkula.

CHANGE OF RESIDENCE:

An employee, to whom a residence has been allotted, may apply to the competent authority for a change to another residence of the same type as per their entitlement / eligibility. After acceptance, the inter-se seniority of the applicant shall be determined as per criteria by Allotment Committee. Change of house shall be offered in order of seniority determined in accordance with seniority criteria. No change of residence shall be allowed during the period of 6 months immediately preceding the date of superannuation. Change shall be allowed on priority on medical grounds provided a medical certificate is produced in relation to the physical disability or disease of the applicant himself/herself or his/her dependent/family members staying with the employee. An employee who after accepting a change of residence fails to take possession of the same shall be charged license fee for such residence for a period of 30 days in addition to the normal license fee for the residence already in his possession, the allotment of which shall continue to subsist. When an employee, who is already in occupation of a residence, is allowed a change of residence and he occupies the new residence, the allotments of former residence shall be deemed to have been cancelled from the date of occupation of new residence.

VACATION OF FLATS:

- (a) The employees having HSIIDC accommodation in Panchkula and Gurgaon , on their retirement shall have to vacate their flat within four months failing which action will be taken as provided under Public Premises Act./State Govt. Instructions. However, in exceptional circumstances Managing Director may allow the retired employees of the Corporation to retain the flat beyond 4 months for a maximum period of another 4 months for rent equal to 8 times of licence fee on the basis of last pay drawn, which the employee shall deposit in advance. In case of retired employees of the Corporation who are engaged on contractual basis shall be allowed to retain the flats already allotted to them till their contractual engagement; however, beyond four months the rates applicable as above shall be charged but in exceptional cases Board of Directors of the Corporation may relax the conditions.
- (b) The employees on deputation with the Corporation, who have been allotted the flats by the State Govt., the Corporation will only be liable to pay the House Rent

Allowance(HRA) as applicable. All other charges over and above the HRA shall be borne by the concerned employee. The Employees of the Corporation on deputation to other Govt. Departments shall have to vacate the flat within three months or till the end of academic session of their ward on normal rent and in case flat is retained beyond specified period which should not be in any case be more than one year, the penal rent shall be charged.

- (c) The employees on their transfer from Head Office shall be required to vacate the flat occupied by them within three months from the date of their relieving unless prior approval of competent Authority is obtained on special grounds.
- (d) The employees having HSIIDC accommodation on his/her termination shall be required to vacate the flat within three months failing which Corporation may take action as provided under the Public Premises Act.
- (e) The employee having HSIIDC accommodation, dies during his service, his family can retain the flat for a period of one year on normal rent subject to the following conditions:

The rent shall be payable by the family within one month of the date it becomes due. In default, the family can be asked to vacate the flat on two week's notice, and if the family vacates the flat, house rent allowance for the period falling short of one year will be allowed, as would have been admissible to the employee if he had taken private accommodation on rent. In any condition, if competent authority do not allow for retaining of flat market rent as decided by the Corporation shall be charged from the employee. However, Managing Director, in exceptional circumstances may allow retaining the flat by the family of deceased for a further period of one year on normal rent.

NON-ACCEPTANCE OF FLAT:

If an employee fails to accept the allotment of flat in writing within 25 days or fails to take possession within 30 days of the issue of allotment letter, he shall not be eligible for another allotment for a period of one year from the date of issue of allotment letter unless the competent authority extends the period.

OVER STAY IN FLATS AFTER CANCELLATION OF ALLOTMENT:

Where the allotment, has been cancelled or is deemed to have been cancelled under any of the provisions of these regulations and the flat remains or has remained in occupation of the employee to whom it was allotted over the above and period specified, such employee shall be liable to pay "Penal rent" Unless prior approval of the Managing Director is obtained on special grounds.

PENAL RENT:

- (a) Upto four months beyond the Period specified above 20 times of license fee @ 1.5% or 2.5 % of the basic pay as the case may be

- (b) For 4 months and above beyond period specified
Notwithstanding Corpo's right to proceed under Public Premises Act.
- 50 times of normal rent i.e. license the fee @ 2.5%/1.5% of basic pay.

Basic pay is pay in Pay Band + Grade Pay

SURRENDER OF FLAT:

An employee of the Corporation may at any time surrender his allotment of flat by giving intimation which should reach the HOD (P&A) at least 14 days before the date of vacation of the residence. The allotment of flat shall be deemed to have been cancelled w.e.f. the 15th day after the day on which the HOD (P&A) receives the letter or the date specified in the letter, whichever is earlier. The employee, who surrenders the flat, shall not be considered again for allotment of flat for a period of one year from the date of such surrender.

MUTUAL EXCHANGE OF FLAT:

The employees of the Corporation to whom the flat have been allotted under these regulations, may apply for permission to mutually exchange their flats. The allotment committee may give necessary recommendations for granting necessary permission for exchange of flat in exceptional cases.

MAINTENANCE OF FLAT:

An employee to whom the flat has been allotted shall maintain the flat in clean condition. For proper maintenance and to give a better look to the flats; the Corporation will arrange white washing of flats and once in three years and usual maintenance of electrical & sanitary fittings. Besides, the Corporation will also arrange to provide electric fittings, washbasin, water taps & showers etc.

NOTE: Keeping of cattle etc. in the flats is strictly prohibited.

SUB-LETTING OF FLATS:

Sub-letting of any kind of flat whether in part or full is not allowed. In case any sub-letting of flats is noticed, he/she will be disqualified from allotment of flats and his/her existing flat shall be cancelled without giving any notice besides rendering him liable for disciplinary action.

CONSEQUENCES OF BREACH OF REGULATIONS:

If an employee to whom a flat has been allotted and he sub-lets the flat or erect any authorized structures or makes any structural alterations in any part of the flat or uses the flat or any portion thereof for any other purpose other than that for which it is meant or tampers with the electric fittings or water connections or commits any other breach of regulations or the terms and conditions or for any other purpose for which the allotment

committee considered to be improper, or conducts himself or herself in a manner, which, in the opinion of the committee, is prejudicial to the maintenance of harmonious relations with his/her neighbors or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the committee without prejudice to any other action that may be taken against him/her may cancel the allotment of the flat. Where action to cancel the allotment of flat is taken on account of sub-letting of the flat the occupants shall have to vacate the flat within 15 days failing which Penal Rent as specified shall be charged, at the rates prescribed under regulation as above.

DISCRETIONARY QUOTA:

MD/HSI IDC shall have discretion for allotment of one flat in each category during each financial year, keeping in view special circumstances of each case and interest of work/organization. Such cases will be submitted to the Managing Director who can also order change of floor while allotting flats to any employee on health grounds.

RELAXATION OF RULES/REGULATIONS:

The Managing Director may relax any of the provision under these rules in the case of any employee or flat or class of employees or types of flat in exceptional circumstances.

CRITERIA FOR ALLOTMENT:

The allotment of flats will be made to the applicants based on the seniority maintained and work exigencies by the P&A Division. The seniority for allotment will be considered based on total length of service rendered by the employees in the category on a station at the time of allotment. However, the Allotment Committee will have full power to make allotment out of turn in exceptional cases as also for allotment of next below category.

The HSI IDC Apartment in Sector-14, Panchkula and Sector-31, Gurgaon shall only be allotted to HSI IDC employees whereas the Housing Board Haryana(HBC) flats can be considered for allotment to outside Govt. employees.

APPLICATION FOR ALLOTMENT OF FLATS:

The employees of the Corporation shall be required to apply for allotment of flat on the prescribed proforma as per Annexure-A, to the HOD (P&A), HSI IDC, Panchkula.

MISCELLANEOUS PROVISIONS FOR ALLOTMENT OF FLATS TO OUTSIDE EMPLOYEES

It is mentioned that at present there are sufficient flats of Type- I & II. Moreover 59 No. of flats have recently been taken over from Haryana Financial Corporation, this policy shall also be applicable to the employees of HFC. The flats at Housing Board Complex, Sector-14, Panchkula may be allotted to the Govt. employees working in State Govt./Central Govt. Departments, Boards, Corporations and other government organizations, employees of High

Courts, Legal Academy etc. on the following terms & conditions in addition to existing conditions applicable to the employees of the Corporation:-

1. The order of priority for allotment of flats in Housing Board Complex shall be as under:-
 - a) The employees of HSIIDC.
 - b) The employees of HFC / Industries Department.
 - c) The employees of Haryana Government/ Boards / Corporations.
 - d) All other Government Institutions / Autonomous Bodies etc.
2. The employees of Category C & D can be called on to vacate the flats as and when there is a demand from employees of HSIIDC/HFC/Industries Department.
3. The monthly rent of the allotted flat shall be equal to House Rent Allowance being paid to the concerned employee by his Department or 20% of Basic Pay and Grade Pay whichever is higher in addition to the other applicable charges like Maintenance Charges, Water Charges etc. He/she will deposit one-month rent in advance and pay monthly rent by seventh of every month along with his Salary slip for the preceding month.
4. The concerned employee will hand over the vacant possession of the allotted flat within the period of thirty (30) days from his/her transfer of concerned employee from Panchkula/ Chandigarh. In case of Retirement/ resignation/ removal/ dismissal from services of the concerned employee he shall give the vacant possession of the flat allotted to him to the Corporation failing which penal rent as specified in the policy shall be charged.
5. The HSIIDC reserves the right to get the flat vacated at any time by giving 30 days' notice. The employee concerned shall give an undertaking to this effect.
6. In case of any violation of the provisions made in the regulation by overstaying in an authorized manner or sub-letting the flat etc., the competent authority may impose penal rent @ 50 times of normal rent besides other actions as may be considered necessary.
7. The concerned employee shall give an undertaking from the parent Department that in case of any default his parent Department shall deduct the amount due in account of the employee and pay directly to the Corporation on receipt of such notice from HSIIDC.
8. Further, in case of Retirement/ resignation/ removal/ dismissal from services of the concerned employee, the parent department shall take no dues certificate from HSIIDC before releasing his total dues/other benefits.
9. The aforesaid policy shall be applicable to the flats of Housing Board Complex at Panchkula and not on the flats at HSIIDC Apartment, Panchkula & Gurgaon, which shall exclusively be allotted to the employees of HSIIDC /on deputation basis with HSIIDC.
10. MD/HSIIDC may relax any or all of the aforesaid conditions.