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**OFFICE OF THE REGISTRAR
UNIVERSITY OF MALAKAND**

Chakdara District Dir (Lower), Khyber Pakhtunkhwa, Pakistan
(www.uom.edu.pk) Phone No. 0092-945-762330/761626 Fax No. 0092-945-763491

Ref No. UOM/Estt/16/

1062

Date: 23/05/2016

NOTIFICATION

Consequent upon recommendation of the committee, constituted vide Notification No. UOM/Estab/16 289 dated 16-02-2016, the competent authority approved amendments in Section-6(d) of the University of Malakand, Employees, Residence Rules Amended-2014 as under:

"Seniority for the purpose of allotment shall be determined by the length of permanent service as calculated from the date of original appointment in the relevant grade in relation to the type of house to which he/she is entitled. PROVIDED that the contractual service rendered before 01-07-2007 in the University of Malakand by an employee shall be considered for the purpose of inter-se-seniority in their respective cadre from the date of joining of initial appointment in BPS"

This is issued with the approval of the competent authority

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Assistant Registrar (Estt.)
University of Malakand

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Distribution:

1. Deans
2. All Heads of Teaching Departments / Administrative Sections
3. PS to Vice-Chancellor
4. PA to Registrar
5. Relevant File

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Assistant Registrar (Estt.)
University of Malakand

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UNIVERSITY OF MALAKAND
OFFICE OF THE REGISTRAR

No: UoM/Estt/14/ 9486

Dated: 07-08-2014

Notification

On the recommendations of the Sub-Committee constituted by the Syndicate in its 20th meeting held on 25-12-2013 (notified vide No.14/Acad-I/Decision.Imp/Syndi-20/1(2) dated 08-01-2014), the Syndicate, University of Malakand in its 21th meeting held on 28-06-2014, approved the amendments in the University of Malakand Employees Residential Rules.


This is issued with approval of the Competent Authority.

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Deputy Registrar (Estt.)
University of Malakand

Copy for Information & necessary action (if any) to:

1. P.S to Vice Chancellor
2. P.A to Registrar
3. Master File.


Deputy Registrar (Estt.)
University of Malakand

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UNIVERSITY OF MALAKAND
OFFICE OF THE REGISTRAR

Chakdara District Dir (Lower), Khyber Pakhtunkhwa, Pakistan
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Ref.No.UoM/Estab/15/ 12/1

Dated: 6th August, 2015

NOTIFICATION

It is notified for information of all concerned that the Syndicate in its 23rd meeting held on June 30, 2015, vide item No.05 approved addition of sub-section "g" in section 6 in the University of Malakand Employees Residence Rules, 2014" under title "Guidelines for allotment of accommodation" as below:

- g) *In case two or more employees are entitled for the same category of house and having equal length of permanent service at this University, date of birth shall be the next criterion to determine seniority for allotment.*

This is issued with approval of the competent authority.

Distribution

1. All Heads of Teaching Departments & Administrative Section
2. Convener & Members of House Allotment Committee
3. Provost
4. RAD (Audit)
5. Relevant File(s).

[Signature]
Assistant Registrar (Estt:)

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Assistant Registrar (Estt:)

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University of Malakand

Employees Residence Rules (Amended) – 2014



Amendments approved by the Syndicate in its 21st Meeting held on 28-06-2014,
notified vide No. UOM/Estt/14/9486 dated 07-08-2014

1. Title and commencement

- a) These Rules shall be called the University of Malakand Employees Residence Rules, 2012 framed under sub-section-(2) (a) & (x) of Section-20 of the University of Malakand Regulation, 2001.
- b) They shall come into force with immediate effect.

2. Definition

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

- a) "Vice Chancellor" means the Vice Chancellor, University of Malakand.
- b) "Employee" means an employee of University of Malakand.
- c) "House" means residential accommodation (except Bachelor accommodation) including its annex, servant quarters, if any, and its premises on the University Campus and as classified in clause 3(a).
- d) "Bachelor Accommodation" means accommodation other than that specified in clause 2(c) and 3(a).
- e) "Allotment Committee" means the committee as constituted by the Vice Chancellor.
- f) "Pay" means the basic pay of an employee.
- g) "Allottee" means an employee to whom the house is allotted.
- h) "Family" means spouse, children, dependent parents and dependent brothers/sisters of the employee.

3. Classification of houses/bachelor accommodation and entitlement

- a) The houses shall be classified as:

A, B, C, D, E, E, G, BE, BF1, BM, BM1 Type.

- b) Entitlement for each type of house shall be as under:

O & A Type Professors, Registrar, Director Finance, Controller of Examinations, and others Statutory positions.

B Type Associate Professors, Additional Registrar, Additional Director Finance, Additional Controller of Examinations, Director of Works, Director Sports and others having equivalent positions/ranks.

C Type Assistant Professors, Deputy Registrar, Deputy Director Finance, Deputy Controller of Exams and others Statutory positions


D Type Holders of Statutory positions in BPS 17/18

E Type Employees in BPS 11 to 16

F Type Employees in BPS 5 to 10

G Type Employees in BPS 1 to 4

Bachelor accommodations


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BF Type	Unmarried Female Employees having grade 16 and above
BFI TYPE	Unmarried Female Employees below grade 16
BM Type	Unmarried Male Employees having grade 16 and above
BMI Type	Unmarried Male Employees below grade 16

4. **Application:**

An employee who needs a house shall apply on prescribed form obtainable from the Establishment Section/University website (www.uem.edu.pk) and shall hand it over to the Deputy/Assistant Registrar (Establishment), University of Malakand who shall enter the application in a specified Register of Houses.

5. **Register of houses/bachelor accommodation**

The Establishment Section shall maintain the Register of Houses/Bachelor Accommodation in respect of each type of house/Bachelor Accommodation.

6. **Allotment of house/bachelor accommodation:**

Residential accommodation on the campus to university employees is a privilege and not a right. It will be offered only to the deserving employees subject to the availability of accommodation.

Guidelines for allotment of accommodation:

- Allotment shall be made on approval of the Vice Chancellor.
- The scale of accommodation provided shall not, except at the employee's own request, be less than the one to which he/she is entitled.
- Allotment may be made in order of Seniority from amongst the applicants for each type of accommodation.
- Seniority for the purpose of allotment shall be determined by the length of permanent service as calculated from the date of original appointment in the relevant grade in relation to the type of house to which he/she is entitled.
- There shall be an allotment committee to be constituted from time to time by the Vice Chancellor from amongst the employees of the University.
- The allotment committee shall make recommendations for allotment of a house on the basis of seniority.

7. **Disqualification for allotment:**

No employee, who owns a house within 20 km radius of the University measurable through road distance from the university shall be entitled to allotment of family/bachelor accommodation unless his/her presence on the campus is required by the Vice-Chancellor.

8. **Rates of rent/exemption from rent:**

- The rent of a house payable by employees shall be 5% of the pay or as assessed keeping in view Status of accommodation. The residents of Bachelor Accommodation located in the University premises shall be charged rent at flat rate to be determined.
- Wardens and Assistant Wardens will be allowed free accommodation in the hostels and will be entitled for the house rent allowance.

- c) If an employee who occupies a house/Bachelor Accommodation without valid allotment order or overstays without permission of the Vice Chancellor, shall be liable to disciplinary action.
- d) The Syndicate may waive or exempt any employee from the payment of house rent or enhance it in case of allotment of a house of a type higher than his/her entitlement.

9. **Evacuation of house:**

- a) A retiring employee would be allowed to retain University accommodation for a period of six months after the payment of pension to him or one year after retirement, whichever is earlier.
- b) In the case of death of an allottee, his/her dependents may retain University accommodation for such a period as the Vice Chancellor may deem fit.
- c) On the expiry of the said period or earlier, if possible, the house shall be vacated and its possession shall be given to the Director of Works of the University.

10. **Loss or damages of property:**

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

11. **Priority of claim in case of promotion:**

An employee who is an applicant or an allottee, shall not lose his/her seniority in entitlement to a house of lower type upon his/her promotion/selection in service entitling him/her to a higher type of house.

12. **Eligibility for another type of house:**


Ordinarily an employee shall be eligible for allotment of the specified type of house to which he/she is entitled, but he/she may be eligible for any higher or lower type of house, provided there is no application for that type of house.

13. **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 fifteen (15) days. In case the allottee fails to occupy the house within specified period, the allotment order shall stand cancelled.
- (b) 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.
- (c) No addition in or alteration to the house shall be effected without prior permission of the Vice-Chancellor.
- (d) 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 occupation.

14. **Allotment for the residence of employees:**

- (a) The house allotted to an employee shall be solely for his/her and his/her dependents residence.


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University of Malakand

- (b) The allottee shall not allow any other employee (other than dependents) to reside with him/her in his/her house without the permission of the Vice Chancellor. If the permission of the Vice Chancellor is granted then each employee shall be charged rent separately as provided herein before.

15. **Maintenance:**

The University shall be responsible for keeping the houses in good condition and repair (if any) and white wash shall be carried after two (02) years.

16. **Employees on deputation/appointment/study leave/training abroad:**

- (a) An allottee serving any outside agency on deputation or is in employee etc shall be required to vacate the house within six months of the transfer of his/her service
- (b) Family of an allottee can reside in a house till the period of his/her study leave/Training period provided that the University dues are paid regularly, and subject to an annual verification/progress of his/her Study/Training by the Dean of Faculty/Head of Department/Head of Administrative Section, as the case may be.

17. **Prohibition of mutual exchange of houses:**

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

18. **Prohibition of sub-letting houses:**

No allottee shall sublet the house or any part thereof. If any one does so, his/her allotment of house shall stand cancelled and he/she will also be charged such extra rent as may be fixed by the Vice Chancellor for the period during which it was sub-letted.

19. **Allotment committee:**

- (a) The allotment Committee shall consist of at least:-
- i. One Faculty Member not below the rank of Associate/Assistant Professor to be nominated by the Vice Chancellor.
 - ii. One officer from Administration not below the rank of Lecturer/Assistant Professor
 - iv. Registrar or his representative will act as Secretary.
- (b) The quorum for a meeting shall be one half of the total number of members.

20. **Double house rent allowance:**

Husband & wife being both employees of the University of Malakand, the house rent shall be deducted from the allottee only.


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