

## House Allotment Form and Rules

### Application form for allotment of Haryana Government Accommodation to Press Correspondents/Journalists under Haryana Govt. Press Pool at Chandigarh/ Panchkula.

To

The Secretary  
House Allotment Committee  
Haryana, Chandigarh.

### Sub:- Application form for the allotment of Haryana Government Houses under Haryana Govt. Press Pool at Sec. 39-B, Chandigarh/Panchkula.

Sir,

The undersigned applies for the allotment of Haryana Govt. house under Haryana Govt. Press Pool at Panchkula/ Sec.39-B, Chandigarh.

1. Name in Block Letter\_\_\_\_\_
2. Designation\_\_\_\_\_
3. Father's/Husband's Name\_\_\_\_\_
4. a) Date of Birth\_\_\_\_\_
- b) Date of Retirement\_\_\_\_\_
5. Place of Duty & present address\_\_\_\_\_
- a) Date of continuous posting at Chandigarh/Panchkula\_\_\_\_\_
- b) Official address\_\_\_\_\_
- c) Residential address\_\_\_\_\_
- d) Contact Number (Telephone/Mobile)\_\_\_\_\_
6. Date of joining into Service\_\_\_\_\_
7. Whether permanent/regular or temporary\_\_\_\_\_
8. Particulars of the Government house under the occupation of applicant of his her spouse\_\_\_\_\_
9. Whether the applicant has applied for any other category house\_\_\_\_\_
10. Whether the applicant has ever been debarred for allotment of Government residence\_\_\_\_\_
- a) If yes, give details thereof\_\_\_\_\_
11. Present pay/Designation on the date of application\_\_\_\_\_
- a) Basic pay\_\_\_\_\_
- b) Scale of pay\_\_\_\_\_
- c) Designation/Group of service\_\_\_\_\_

## DECLARATION

1. I certify that I have been serving as State Level Journalist/Correspondent of print/electronic media accredited to Haryana State & Working at Chandigarh/Panchkula.
2. I certify that no Govt. accommodation has been allotted in my name or in the name of my spouse by Haryana Govt./U.T. Administration/Punjab Government at Chandigarh/Panchkula/Mohali.
3. I certify that there is no residential house in Chandigarh/Panchkula/Mohali in my name or in the name of my family member(s).
4. I certify that I have not been debarred from allotment of any type of house by Haryana Government/U.T. Administration/Punjab Government.
  - a). If debarred give reasons for debarment alongwith the allotment No.\_\_\_\_\_dated\_\_\_\_\_ with which previous house was allotted.
  - b). If any Government house was surrendered, No. of House, Type of House and Sector with date of vacation may be indicated alongwith reasons for surrender.
5. I agree to abide by the Rules of allotment of Haryana Government Accommodation to Press Correspondents/Journalists as well as Policy framed and amended from time to time.
6. I certify that the particulars given above are true and correct to the best of my knowledge and belief and nothing has been concealed there-in. in case the particulars given above are found incorrect, I shall be liable for any action in addition to cancellation of allotment of Govt. accommodation.
7. I undertake to intimate within 7 days the fact of my retirement/transfer to any other office (Whether eligible or ineligible) failing which I render myself for cancellation of the house under my occupation.

Yours faithfully  
**(Signature of applicant)**

Dated:

Memo No.

The application (in original) is recommended to the Secretary, House Allotment Committee, Haryana, SCO No. 13, Sec. 26 Chandigarh for allotment of Govt. accommodation :-

1. It is certified that the particulars mentioned by the applicant are correct.
2. It is certified that the applicant is a State Level Journalist/Correspondent of Print/Electronic Media accredited to Haryana State & is working at Chandigarh/Panchkula.

Director,  
Public Relations & Cultural Affairs  
Haryana, Chandigarh

**Subject: Guidelines for allotment of Haryana Government accommodation to the Press Correspondents / Journalists in Sector 39-B, Chandigarh / Panchkula.**

1. The matter regarding allotment of Government accommodation to Press Correspondents / Journalists has been under consideration of the Government for sometime. It has been decided to constitute a Press Pool of 10 Type IV house, two at Panchkula and 8 in Sector 39-B, Chandigarh.

**2. Eligibility**

Only the State level journalists / correspondents of print and electronic media who are accredited to Haryana State and working at Chandigarh/Panchkula at the time of submission of application for allotment of Government accommodation and whose case has been recommended by the Director, Public Relations, Haryana, shall be eligible for allotment of a Press Pool house.

3. Applications from time to time will be invited on the availability of vacant houses which shall be allotted to the eligible persons by the House Allotment Committee keeping in view the merits and justifications put forth by the applicants. Provided that if at a given time the prescribed number of type-IV houses are not available, the Committee may allot an available house of any other category in lieu thereof, if the circumstances so justifies.
4. No journalist shall be allotted a house whose spouse has already been given a Government accommodation by his/her employer, or U.T Administration or Punjab Government or who owns a residential house in Chandigarh/Panchkula/Mohali in his/her name or in the name of any member of his/her family.
5. Where a Journalist / Press Correspondent, who is already in occupation of a residence, is allotted another residence and he occupies new residence, allotment of the former residence shall be deemed to have been cancelled from the date of occupation of new residence. He may, however, retain the former residence on payment of normal licence fee upto 10 days for shifting.

Provided that if the former residence is not vacated within 10 days the Press Correspondents / Journalists shall be liable to pay penal rent at the rate of twenty times the normal licence fee for the entire period from the date he takes possession of the new residence to the date of vacation of the old residence.

6. A Press Correspondent / Journalist to whom a residence has been allotted shall be personally liable for the payment of licence fee thereof in the office designated for this purpose, and for any damages beyond usual wear and tear caused thereto or to the furniture, fixtures or fittings or services provided therein by the Government during the period for which the residence has been and remains allotted to him, or where the allotment has been cancelled under any of the provisions of these guidelines, until the residence alongwith the out-house appurtenant thereto have been vacated and full vacant possession thereof, has been restored to the Government.
7. A residence allotted to Press Correspondents / Journalists shall be cancelled on attaining the age of 60 (sixty) years or date of retirement whichever is earlier/ transfer outside Chandigarh or Panchkula / death / resignation /

dismissal / removal from service / withdrawal of accreditation by the State Government/ non payment of licence fee of the house in occupation.

Where an allotment of accommodation has been accepted, liability of licence fee shall commence from the date of its occupation or with effect from the fifteenth day of issue of the allotment order, whichever is earlier. Fifty times the normal licence fee shall be charged from the unauthorized occupants.

8. The duration of allotment shall initially be upto three years and further continuation of the allotment shall be reviewed by the Committee on year to year basis. As and when review of accreditation of Press Correspondents / Journalists is done by Haryana Government, the Secretary, House Allotment Committee, Haryana would be informed of changes, if any, enabling him to proceed further in the matter. Licence fee if not paid, shall be recoverable as arrear of land revenue. However the House Allotment Committee reserves the right to cancel the allotment of House at any time without assigning any reason.

#### **9. Licence Fee**

The Journalists / Press Correspondents on allotment of residential accommodation from the Press Pool be charged licence fee at the rate prescribed for Government servants.

10. Where a Journalist / Press Correspondent who after accepting the allotment, fails to take possession of that accommodation within fifteen days of the issue of the allotment order, he shall be charged licence fee from such date for a period of one month or till the date on which the new allottee takes possession of the said accommodation, whichever is earlier.
11. A Press Correspondent / Journalist to whom a residence has been allotted, shall maintain the residence and premises to the satisfaction of the Public Works Department of the Haryana Government. Such Press Correspondents/Journalists shall not grow any tree, shrubs or plants contrary to the instructions issued by the Government nor cut or lop any existing trees or shrubs in any garden, courtyard or compound attached to the residence saved to the prior permission in writing of the Public Works Department of the Haryana Govt. Tress, Plantation or vegetation grown in contravention of these guidelines may be caused to be removed by the Executive Engineer Horticulture, Haryana PWD (B&R) Branch at the risk and cost of the allottee concerned. No addition and alternation in the house shall be made by the allottee without any permission in writing of the Public Works (B&R) Department, Haryana.
12. The house allotted to a Press Correspondent / Journalist shall be used by the allottee as a bonafide residence and shall not be kept locked / closed / unoccupied for a period of not more than two months continuously failing which the allotment of the house shall be cancelled by the Secretary, House Allotment Committee, Haryana and penal rent shall be charged from the date of its cancellation.

#### **13. House Allotment Committee**

There shall be a House Allotment Committee consisting of the following officers:-

1. Chief Secretary, Haryana Chairman
2. Financial Commissioner & Principal

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|----|---|---------------------|
|    | Secretary to Govt. Haryana PWD (B&R)<br>Branch, Chandigarh.                                   | Member              |
| 3. | Commissioner & Secretary to Govt. Haryana,<br>Public Relations & Cultural Affairs Department. | Member              |
| 4. | Legal Remembrance, Law & Legislative<br>Department.   | Member              |
| 5. | Secretary<br>House Allotment Committee<br>Haryana, Chandigarh.                                | Member<br>Secretary |

The Committee shall meet as often as may be required.  
The Committee shall screen and make the allotment of houses.

**14.** No Press correspondent / Journalist shall share the residence allotted to him or any of the portion thereof except with the member of his family and close relative.

**Financial Commissioner & Principal Secretary  
to Govt. Haryana, Public Works (B&R) Department, Chandigarh.**