



**SHAHEED MOHTARMA
BENAZIR BHUTTO**

MEDICAL UNIVERSITY LARKANA, SINDH, PAKISTAN

Phone: (92)-074-9410907, 074-9410724, Fax 9410907, 9410910, PABX: 9410717
www.smbbmu.edu.pk, Email: registrar@smbbmu.edu.pk, info@smbbmu.edu.pk



No. SMBBMU/REG./ 1742

Dated: 18/08/2017

NOTIFICATION

Regarding approval of Rules & Regulations for official Residences allotment At CMC / SMBBMU Larkana, kept on agenda No.14, other matter i. in 36th Syndicate Meeting of Shaheed Mohtarma Benazir Bhutto Medical University Larkana held on 3rd July 2017, The proposed Rules for official Residence allotment at CMC / SMBBMU Larkana were unanimously approved vide resolution No. 36.10, by the Syndicate for inclusion in the Code Book (Copy Attached).

(DR. AFSAR ALI BHUTTO)
REGISTRAR /
CONVENER SYNDICATE

Copy forwarded for information to:

- The Principal CMC & Chairman Allotment Committee SMBBMU @ CMC Larkana.
- The Estate Officer SMBBMU Larkana.
- The Director Finance, SMBB Medical University Larkana.
- Mr, Ahmed Bux Dahani, Focal Person for Code Book of University, SMBB Medical University Larkana.
- P.S to Vice Chancellor, SMBBMU, Larkana.
- Office Copy.

RULES & REGULATIONS FOR OFFICIAL RESIDENCES ALLOTMENT
AT CMC / SMBBMU LARKANA

1. Short title and commencement

- (1) These Rules may be called the Shaheed Mohtarma Benazir Bhutto Medical University Larkana (Allotment of Residential Accommodation) Rules, 2017.
- (2) They shall come into force at once.

2. Definition and Interpretation

In the regulations unless the context otherwise requires

- (1). “Allotment” means the grant of license to occupy a residence in accordance with the provision of these regulations.
 - (2). “Allotment Year” means the calendar year beginning on 1st day of January and ending on 31st December. Or from date of allotment end of the years.
 - (3). (a) “Entitlement Date” of an employee in relation to a type of accommodation to which one is entitled under these rules means the date from which an employee has been appointed on substantive basis.

(b) For a person joining this University on deputation from other organization, his case for accommodation may be decided by the Syndicate.
 - (4). “Family” in the context of these rules means husband or wife as the case may be and shall include sons/daughters (including step-children, legally adopted children) parents provided they are living with the employee.
3. The University residential quarters/bungalows will be available for allotment only to the employees holding substantive post in the University (permanent, temporary or on contract basis). However performance shall be given to the permanent Employees.
 4. No employees shall be entitled to allotment of any house as a matter of right.
 5. All the allotments shall be made by the Vice-Chancellor on the recommendation of a Central Allotment Committee to be constituted by him for the purpose.
 6. An employee who owns a house in Larkana or in the vicinity of Larkana shall not ordinarily be entitled to a house in the Campus, unless his stay is essential in the interest of university.
 7. Normally married employees will have preference over unmarried employees in allotment of residential accommodation in the Campus.
 8. The merit for allotment will be determined according to following formula:-
 - (1). One point will be counted towards the grade.
 - (2). One point will be counted for each year of service
 - (3). One point for each year of residence in the colony
Or for each year from the date of application in case of non-residence.
 9. If an employee does not avail the allotment of residential accommodation, he will lose his right of seniority in the list of allotment.
 10. An employee will ordinarily be eligible for accommodation in his/her own category of house, but where no accommodation in his/her category is available or for reasons of expediency of which the Vice-Chancellor will be the sole judge, he/she may be allotted a house in any other category: Provided that if two staff members of the University fall under following categories, they may be made eligible jointly for allotment of a house of

next higher category than the one to which each of them may be entitled: provided further that each of them is ready to pay rent for the house separately at the prescribed rates:-

- i) Husband and wife
- ii) Father and Son/Daughter
- iii) Mother and son/Daughter
- iv) Real sister and Brother

11. The eligibility for accommodation for various categories shall be as under:-

- | | | |
|-----|------------------------|--|
| (1) | Type 'A' bungalows = | BPS-21 & Registrar (irrespective of his grade) |
| (2) | Type 'II' bungalows = | BPS-21 & 20 |
| (3) | Type 'III' bungalows = | BPS-19, 18 & 17 |
| (4) | 'A' Type quarters = | BPS-15 & 16 |
| (5) | 'B' | = BPS-11 to 14 |
| (6) | 'C' | = BPS-10 & below |

12. The above categories will be without prejudice to the entitlement of administrative officers following proposed revision of Basic Scales of Pay.

13. An employee of the University on study leave abroad or on deputation of foreign service outside the University while still remaining in the University service may remain in occupation of the house allotted to him/her with the prior permission of the Vice-Chancellor for the period of not more than three years for the use of his/her wife/husband, children and dependent parents and widowed / divorced dependent sisters.

14. An employee of the University who has been away on leave for the purposes of foreign service or on deputation outside the University, maybe allowed by the University in its discretion to retain the residential accommodation on payment of the standard rent at the rate of 5% of the basic pay plus 30% of the initial pay of the scale applicable. However, in the case of employees who are on study leave abroad shall be charged normal rent for three years only.

15. Those who do not undertake to pay the prescribed rent shall hand over the vacant possession of the house to allotment authority on or before the date of their departure in case of Foreign Service or deputation.

16. An allottee shall not keep any animals in the premises that may render it unhygienic or may be a source of nuisance to the neighbors.

17. An allottee shall not make any structural additions or alterations to the house, its fittings and fixtures including open space or any pathways. He/she shall not put up any permanent or temporary structure or a fitting that may deform or deface the building or diminish its value.

18. An allottee shall be personally liable for all or any loss or damage caused to house, its fittings or fixtures from any cause whatever except normal wear and tear or acts of God, and shall make good such loss or damage to the University.

19. An allottee shall be responsible to maintain the lawn, garden plants, trees, badges in his/her house at his/her own expenses.

20. An allottee shall be liable to pay the monthly charges by way of rent that may be prescribed by the Vice-Chancellor and electric, gas, water, and other charges that may be levied from time to time and have the same deducted monthly as per grade out of his/her pay or arrange its regular payment otherwise if on leave without pay.
21. A quarter or bungalow allocated to an employee shall not be subjected wholly or partly to any monetary transaction and no business, trade or occupation shall be carried therein by the allottee.
22. An allottee shall neither transfer nor sublet the bungalow or quarter allotted to him/her in whole or part. In the event of breach of the rules, the allotment shall be canceled and possession of the quarter or bungalow resumed by the University forth with.
23. An allottee may surrender the allotment and deliver vacant possession of the quarter or bungalow allotted to him/her after giving one month's notice or one month's rent and other charges in lieu thereof.
24. In the event of death, dismissal, discharge, removal, resignation or retirement of the employee, to whom a house is allotted, the period of time for which an employees or his/her family can retain house after retirement, death, etc. will be as under:-
- (1) After death.....One year
 - (2) After retirement.....Six months
 - (3) After resignation.....Two months
 - (4) After dismissal,.....One month
discharge and removal
25. If an employee commits any breach of the allotment rules, the house allotted to him/her is required otherwise by the University in its larger interest, the allotment shall be cancelled and the allottee required to vacate the quarter by serving him/her with one months notice
26. The allotment and control of University residential quarters/bungalows shall vest in the discretion of the Vice-Chancellor and an allottee shall not question an order passed or action taken by the Vice-Chancellor under these allotment rules.
27. An allottee shall sign the declaration in the form appended to these rules before occupying the quarter/bungalow allotted to him/her.

DECLARATION RELATING TO OCCUPATION OF A HOUSE IN THE UNIVERSITY

I, (Name in Capital Letters) _____ Designation _____
Department/office _____ do hereby solemnly declare that-

- 1) I have read the rules, governing the occupation and use of residential accommodation and undertake to abide by them.
- 2) I note that I am not a permanent resident of the said house but only an allottee and under take to vacate the house and not to resist vacation as and when called upon by the University to do so on due notice. If my presence at the University Campus is considered undesirable by the Vice-Chancellor my allotment shall be liable to be cancelled by the Vice-Chancellor without prior notice.
- 3) I authorize the Director Finance to deduct from my salary every month the prescribed rent of the house occupied by me as well as electric, gas, water, conservancy and other charges that may be levied from time to time.
- 4) I also bind myself to make good the University all loss or damage done to the house, its fittings or the premises attached to it including open space, lawn, gardens, hedges and roads while in my occupation.
- 5) I shall not make any structural addition or alteration in the building and premises in my occupation and shall not put up any permanent or temporary structure or fitting likely to deform or defame the building or diminish its value.
- 6) In the event of my vacating the house of my own free will and choice, I shall give one month's notice to the University or in default shall be liable to pay the amount equal to one month's rent and other charges of the house allotted.
- 7) I also undertake that I shall not keep in the building or in the premises any animal whose presence is likely to cause filth or nuisance to the neighbors.
- 8) I further undertake not to have recourse to a court of law in any dispute relating to the occupancy and use of the house allotted to me.

Witnesses:-

1. Name with F/Name:- _____

CNIC No. _____

Signature _____

2. Name with F/Name:- _____

CNIC No. _____

Signature _____

(SIGNATURE OF ALLOTEE)
Quarter/BungalowNo: _____
Dated: _____.

(Attested by Head of Department)

Seal