

Most Urgent

From

The Deputy Estate Office  
CCS HAU, Hisar

To

1. All Deans/Directors  
Officers/HOD/Head of Section  
CCS HAU, Hisar
2. Registrar, LUVAS, Hisar.
3. Comptroller, LUVAS, Hisar.

Memo. No. DEO/RC/2024/ 2066 -2165

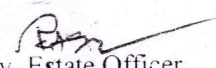
Dated:- 14/7/2024

**Subject:- Regarding intimation about Transfer/Deputation of University Employees.**

As per HAC rules XIII(iii)(d)-Note(i) for all events i.e. resignation/dismissal/termination of service for unauthorized absence, retirement or retrenchment, death of allottee, transfer to the outstation, proceeding on deputation, repatriation, study leave, leave on medical ground etc., the HOD, should inform the Deputy Estate Officer within one month of happening of event by mentioning house No. & category of house occupied by the affected university employee. In case of death of allottee, the HOD shall convey to the family member of the deceased employee that they can retain the house on normal licence fee for two years from the date of death of university employee. In case of failure of the HOD to inform the family of the allottees, the HOD, shall be responsible for recovery of penal licence fee or other penalty which may be imposed due to non vacation of house beyond the prescribed period. HOD should also bring to the notice of the university employee proceeding on foreign services/deputation or on other kind of leave about the period for retention of house on normal licence.

In this connection, it is mention that some of university employees have been transferred from Hisar to Outstation and Vice-Versa as well as some University employees proceeded on deputation/lien in other Departments who retains university accommodation. But, there is no intimation received in this office from the concerned departments therefore this office is unable to recover the licence fees as per HAC Rules.

Therefore, you are requested to check your record and intimate to this Office about the employees who had been on deputation/lien in other departments and further transferred from Hisar to Outstation & vice-versa in the last three years i.e. w.e.f. 01.01.2021 till to date so that further action as per above HAC Rule may be taken by this office. This information may be supplied to this office within ten days positively

  
Dy. Estate Officer

CC: Incharge, Computer Section, CCS HAU Hisar for uploading the same on University Website, please.