

From

The Deputy Estate office  
(deo@hau.ac.in)  
CCSHAU, Hisar

To

1. All Concerned Deans/Directors  
Officers/HODs/Head of sections  
CCS HAU, Hisar.
2. Registrar, LUVAS, Hisar

Memo No. DEO/2022/11263-11362

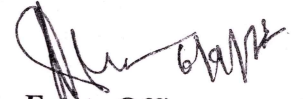
Dated: 6/9/2022

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

In this matter, it is informed that some of University Employees have been transferred from Hisar to Outstation and vice-versa as well as some University employees goes on deputation/lien in other Departments which retains university accommodation. In this regard, there is no intimation received in this office from the concerned department thereafter this office is unable to recover the licence fee as per HAC Rules.

**In this connection, as per HAC rule XIII (iii) (d)-Note(i) For all events i.e. resignation/dismissal/termination of service for unauthorized absence, retirement, death of allotted, 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 allotted, the HOD shall convey to the family members 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 panel 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 service/deputation or on other kind of leave about the period of retention of house on normal licence fee.**

Therefore, all the Deans/Directors/HODs/Officers of CCSHAU and Registrar LUVAS University Hisar is requested to intimate the Deputy Estate Office about the employees whose are going on deputation/lien in other departments and transferred from Hisar to Outstation & vice-versa and also intimate about who have completed their permissible period, so that further action may be taken accordingly, please.



**Deputy Estate Officer**

Copy to:-

Incharge , Computer Centre, CCSHAU, Hisar for uploading the same on University Website, please.