

From

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

To

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

Memo No. DEO/2022/1225-1224

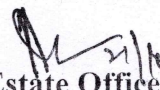
Dated: 21/11/2022

Subject:- Regarding realization of Licence fees in respect of University Accommodation.

In this matter, It is submitted that as per request of University Employees the university accommodation have been allotted. As per HAC rule XIV, where an allotment of accommodation/alternative accommodation has been accepted, the licence fee of the concerned house will be deducted from the date of occupation or 31st day from the date of issue of allotment orders which is earlier. In case, if repair and maintenance work is not completed within one month from the issue of allotment order. The allottee will be conveyed to the HOD/DDO of the concerned department and will submit a request to the Secretary, House Allotment Committee for extension of concerned house after completion of repair and maintenance within two days positively. Thereafter, the extension will be given by the competent authority after receiving the comments of XEN (Mtc.). After that the licence fee will be deducted just after receiving the extension. In this regard, the University employee to whom a residence has been allotted shall be personally liable for the payment of the licence fee in any case.

But it has come to the notice that the licence fee is not deducted by the HOD/D.D.O upto two or three months after the allotment of house causes the reason for non-completion of Rent Register. As now the rent rolls generated on ERP, it is not possible by this office to change the licence fee and it can only be changed by the concerned department.

Therefore, all the Deans/Directors/HODs/DDO's/Officers of CCSHAU and Registrar LUVAS University Hisar for kind information and also requested to circulate this information to all the employees working under your control.


Deputy Estate Officer

Copy to:-

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