

**GOVERNMENT OF INDIA
MINISTRY OF URBAN DEVELOPMENT
DIRECTORATE OF PRINTING
NIRMAN BHAVAN
NEW DELHI**

**ALLOTMENT RULES AND GIST
OF THE INSTRUCTIONS
ISSUED BY:
DIRECTORATE OF PRINTING,
DIRECTORATE OF ESTATES,**

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The Allotment of residences under the administrative control of the Directorate of Printing to Officers employed in Govt. of India Presses located at Nasik, Coimbatore, Koratty, Aligarh, Nilokheri, Santragachi (Howrah), Ring Road, New Delhi, Faridabad, Gangtok, Chandigarh, Mysore, Bhubaneshwar and Minto Road, New Delhi.

1. Short Title and commencement :

(1) These rules may be called the Allotment of Govt. residences to officers employed in Govt. of India Presses Rules, 1972.

* (2) They come into force on the date of their publication in the Official Gazette.

- (i) Allotment rules originally notified under S.O. No. 2735 dated 7-10-74 in respect of Govt. of India Presses located at Nasik, Coimbatore, Koratty, Aligarh, Nilokheri, Santragachi (Howrah), Ring Road, New Delhi, Faridabad and Gangtok, extended to GITBP at Chandigarh, Mysore and Bhubaneshwar under S.O. No. 372 dated 25-1-80 and to GIP, Minto Road, New Delhi under S.O. No. 3424 dated 24-11-80.
- (ii) Details of availability of residences in Presses referred to above are as given in Annexure-I.

2. Definitions:- In these rules, unless the context otherwise requires,

- (a) 'allotment' means the grant of licence to occupy a residence in accordance with the provisions of these rules;
- (b) 'allotment year' means the year beginning on 1st January or such other period as may be notified by the Director of Printing.
- (c) 'Assistant Manager(Estates)' means Assistant Manager(Administration) and includes * General Manager, Manager, * Officer-in-charge of the Govt. of India Presses.
- (d) 'Director of Printing' means the Director of Printing, Govt. of India and includes joint Director of Administration in the Office of the Director of Printing.
- (e) 'eligible office' means a Govt. of India Press located at Nasik, Coimbatore, Koratty, Nilokheri , Aligarh, Gangtok, Santragachi(Howrah), Ring Road, New Delhi, Faridabad , Chandigarh, Mysore, Bhubaneswar and Minto Road, New Delhi.
- (f) 'emoluments' means the emoluments as defined in Fundamental Rule 9(21)(a)(i).
- (g) Explanation: In case of an officer who is under suspension the emoluments drawn by him on the first day of the allotment year in which he is placed under suspension, or if he is placed under suspension on the first day of the allotment year, the emoluments drawn by him immediately before that date shall be taken as emoluments.
- (h) 'Government' means the Central Government unless the context otherwise requires.
- * (i) 'Priority date' of an officer in relation to a type of residence to which he is eligible under the provisions of Rule 4 means the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type, in a post under the Central Govt. or State Govt. or on foreign service, except for periods of leave in respect of Type V(A) & V(B) and above, and the date from which he has been continuously in service under the Central Govt. or State Govt. including the period of foreign service in respect of Type I to Type IV accommodation.

Provided that where the priority date of two or more officers is the same, seniority, among them shall be determined by the emoluments, the officer in receipt of higher emoluments taking precedence over the officer in receipt of lower emoluments; where the emoluments are equal, by the length of service ; and where both the emoluments and length of service are equal on the basis of the scale of pay of the officer,

the Officer working in a post having higher scale of pay taking precedence over the officer in receipt of lower scale of pay.

INSTRUCTIONS:

(1) Break in service—condonation of for the purposes of priority date:--

- (i) In case of Officers who have had any break in their service for any reason whatsoever, the part service shall be counted for the purposes of priority date for allotment of accommodation from Press Pool if they have been given any benefit of past service for any of the purposes of confirmation, quasi-permanency or pension. They will, however, not be allowed to count their past service in case they were given any terminal benefits (like civil/Military pension/gratuity) other than leave for their past service.
- (ii) If an officer has more than one break in his service the abovementioned benefit will be admissible only in respect of the continuous service rendered prior to the last break.

(Dte of Printing Memo No. D. 11014/62/74-A.II dt. 22-3-75.

Dte. of Estates O.M. 12027(2)/72-Pol (II) dt. 19-9-72.

(2) Priority date of officers entitled to type I to IV Clarification regarding.

Orders have been issued on 14th December, 1977 vide Office Memo No. 12027(7)/76-Pol. II (copy enclosed for ready reference) to the effect that break in the continuity of the entitlement of Type V and above may be treated as dies-non if the period of continued entitlement for higher type prior to the break was one year or more and the benefit of such period may be allowed for computation of seniority for the higher entitled type of accommodation. It has also been stipulated in the orders that where there are more than one such breaks in the continued entitlement for a higher type of accommodation, only the last break should be condoned provided the period of entitlement for higher type of accommodation prior to that break is one year or more.

(2) The question of regulating the drop of emoluments in the case of officials entitled for Type I to IV where the date of priority is the date from which the Officer has been continuously in service under the Central Govt. or State Govt. has been examined in consultation with Finance Division and it has been decided that in the case of official entitled for type I to type IV (A to D) accommodation, if subsequent to the crucial date fixed for the relevant allotment year the officer was drawing lesser emoluments, for a short period and has started drawing the prescribed emoluments at the time of allotment, the period during which the official drew lesser emoluments may be ignored and allotment made on the basis of his date of joining service. If however, subsequent to applying for accommodation, the entitlement of the official has got reduced due to reduction in pay, and the official is not entitled for the type of accommodation he has applied, he may be considered for allotment of the lower type of accommodation, provided his date of priority for the lower type is covered.

(3) Priority date of officers entitled to Type V and above—Condonation of the period during which the officer was ineligible for higher type.

According to the allotment rules, priority date of an officer entitled to Type V accommodation and above, is the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in a post under the Central Government or the State Govt. or on foreign service, except for periods of leave. It has been represented that sometimes officers, who were entitled to a particular type, may for certain reasons, become entitled to a lower type for short period and after sometime, they again become entitled to the higher type. In this process, they become considerably junior for the allotment of residence in the higher type. This causes much hardship to them. The matter has, therefore been examined and it has been decided that in all such cases, break in the continuity of entitlement of a particular type may be treated as dies-non, if the period of continued entitlement for higher type prior to this break was one year or more and the benefit of such period may be allowed for computation of seniority for the higher entitled type of accommodation in cases where there are more than one such breaks in continued entitlement for higher type of accommodation, only the last break should be condoned provided the period of entitlement for higher type of accommodation prior to that break is one year or more.

(2) This order will not apply to already decided cases. All cases should, however, be submitted to the Director of Estates and his formal approval should be obtained before ignoring the break in the continuity for entitlement to a particular type of accommodation. In respect of Press Pool Accommodation formal approval of Director of Printing should be obtained).

[Dte of Estates O.M. No. 12027(1)/87-Pol. II dated 18-9-87]

(Dte. of Estates O.M. No. 12027(3)/76-Pol.II dt. 14-12-1977).

- (j) 'Licence fee' means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of a residence allotted under these rules;
- (k) 'residence' means any residence for the time being under the administrative control of the Director of Printing.
- (l) 'subletting' includes sharing of accommodation by an allottee with another person with or without payment of licence fee by such other person.

Explanation.—Any sharing of accommodation by an allottee with close relations shall not be deemed to be subletting.

- (m) 'temporary transfer' means a transfer which involves an absence for a period not exceeding four months.
- (n) 'transfer' means a transfer from a unit to any other unit under Printing Department and includes a Department of Govt. of India or a State Govt.
- (o) 'type' in relation to an officer means the type of residence to which he is eligible under Rule 4.

(4) Instructions about house owning officers.

Before instructions in this behalf are given, it is necessary to get acquainted with the definition available under Fundamental Rules, Allotment of Govt. Residences (General Pool in Delhi) Rules, 1963 and various instructions issued from time to time.

- (a) 'house-owning officer' means an officer who owns a house either in his name or in the name of any member of his family in the station of his posting or in adjoining municipal area.

Where, after a Govt. residence has been allotted to an officer he or any member of his family constructs a house or otherwise becomes the owner of a house, such officer shall notify the fact to the Assistant manager (Estates) within a period of four weeks from the date on which he or such member becomes the owner of the house.

Explanation.—For the above purpose, a person shall be deemed to become the owner of a house, in the case of a newly constructed house, as from the date the local body concerned gives a certificate of completion or the date of actual occupation of house, whichever is earlier.

- (b) 'adjoining municipality' means any municipality contiguous to a local municipality.
- (c) 'Local municipality' in relation to an officer means the municipality within whose jurisdiction his office is located.
- (d) 'House' in relation to an Officer or member of his family means a building or part thereof used for residential purposes and situated within the jurisdiction of a local municipality or of any adjoining municipality.

Explanation.—A building, part of which is used for residential purposes, shall be deemed to be a house for the purposes notwithstanding that any part of it is used for non-residential purposes.

- (e) 'family' means the wife or husband, as the case may be, and children, step children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the officer.
- (f) 'Municipality' includes a Municipal Corporation, a Municipal committee or Board, Town Area Committee, a Notified Area Committee and a Cantonment Board.
- (g) 'Income from the house' would mean the rent received by the owner where the house has been given on lease. Where, however, the house has not been given on lease, 'income would mean the rent which is taken into account by the municipal bodies for the purpose of determining house tax, etc.

(5) Officers owning houses at or near stations of their posting—allotment of Government residential accommodation—priority date.

According to Ministry of Works & Housing (now Urban development) Office memo. No 12031(18)/77-Pol. II(Pt.) dated 25th April, 1978, the Priority date of house-owning officers for the purpose of allotment of Government residential accommodation would be 1st June, 1977 or a subsequent date, as the case may be.

(2) The Government have reviewed the position and in modification of the instructions contained in office memorandum, dated the 25th April, 1978, it has been decided that the dates of priority for officers owning houses at or near the stations of their posting will be determined on the same criteria as applicable to officers not owning houses.

[Dte. of Estates O.M. No. 12033(6)/75-Pol. II (Vol. II) dt. 30-8-1980]

3. Allotment to husband and wife:--Eligibility in case of officers who are married to each other. (S.R 317-B-4) (1) No officer shall be allotted a residence under these rules if the wife or the husband, as the case may be, of the officer has already been allotted a residence, unless such residence is surrendered.

“Provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of:--

- (i) an order of judicial separation made by any court; or
 - (ii) an order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by the wife or husband, as the case may be, for dissolution of marriage by a decree of divorce is pending and the wife or husband, as the case may be, has furnished an undertaking that she or he will surrender the residence allotted to her or him forthwith in case of revival of conjugal rights with her or his spouse.”
- (2) Where two officers in occupation of separate residences allotted under these rules marry each other, they shall within one month of the marriage surrender one of the residence.
 - (3) If a residence is not surrendered as required by sub-rule (ii) the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type, the allotment of such one of them as the Assistant Manager (Estates) may decide, shall be deemed to have been cancelled on the expiry of such period.
 - (4) Where both husband and wife are employed under the Printing Deptt. the title of each of them to allotment of a residence under these rules shall be considered independently.
 - (5) Notwithstanding anything contained in sub-rules (1) to (4),
 - (a) if a wife or husband, as the case may be, who is an allottee of a residence under these rules, is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, she or he, as the case may be, shall surrender any one of the residences within one month of such allotment;

Provided that this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court;

- (b) Where two officers, in occupation of separate residences at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, any one of them shall surrender any one of the residences within one month of such marriage;

- (c) If a residence is not surrendered as required under clause (a) or clause (b), the allotment of the residence in the Press Pool shall be deemed to have been cancelled on the expiry of such period.

4. Classification of residence(SR. 317-B-5):--Save as otherwise provided by these rules, an officer will be eligible for allotment of residence of the type as shown in the Table below:--

Table

Type of Residence	Eligible Basic Pay Range
I	Less than Rs. 3050
II	Rs. 3050-5499
III	Rs. 5500-8499
IV	Rs. 8500-11999
IV(Spl)	Rs. 10,000/-
VA(DII)	Rs. 12000-15099
VB(DI)	Rs. 15100-18399

Clarifications-Regarding Rolling Allotment Year.

The policy with regard to the Rolling Allotment Year came into effect from 1-4-2002 with cut off date as on 1st January 2002. With the commencement of the calendar year 2003, the cut off date for determination of eligibility for various types of accommodation is 1st January, 2003. The salient features of the Rolling Allotment Year are given as under:-

There will be a Rolling allotment year instead of an Allotment Year with fixed duration. The cut off date for determination of eligibility for various types of accommodation will be 1st January of a particular year. All Press employees working in the concerned presses as on 1st January 2003 are eligible to apply for Government accommodation as per their entitlement during the year 2003. Eligibility pay for various types of accommodation is given as above.

5. Application for Allotment.—(i) An officer who seeks allotment of a residence or the continuance of allotment of a residence which has been allotted to him should apply in that behalf to the Assistant Manager (Estates) as specified by the Estate officer in this behalf and in such form and manner and by such date as may be prescribed by him.

(ii) In respect of the newly appointed officers, or those coming on transfer, application received before the 20th day of the calendar month shall be considered for allotment in the succeeding month. *Newly appointed officers or those coming on transfer may submit their applications to the Assistant manager (Estates) within a month of their joining duty.

6. Allotment of residences and offers:--(i) Save as otherwise provided in these rules a residence on falling vacant will be allotted preferably to an applicant desiring a change of accommodation in that type under the provisions of rule 13 and if not required for that purpose, to an

applicant without accommodation in that type having the earliest priority date for that type of residence subject to the following conditions:--

- (a) The Asstt. Manager (Estates) shall not allot a residence of a type higher than that to which the applicant is eligible under rule 4.
 - (b) The Asstt. Manager (Estates) shall not compel any applicant to accept a residence of a lower type than that to which he is eligible under rule 4;
 - (c) The Asstt. Manager (Estates) on request from an applicant for allotment of a lower category of residence, might allot to him next below the type for which the applicant is eligible under rule 4 on the basis of his priority date for the same, if the accommodation in the lower type is surplus to the requirements.
- (ii) The Assistant Manager (Estates) may cancel the existing allotment of an officer and allot to him an alternate residence of the same type or in emergent circumstances an alternative residence of the type next below the type of residence in occupation of the Officer if the residence in occupation of the Officer is required to be vacated.
- (iii) A vacant residence may, in addition to allotment to an officer under sub-rule (i) (a) above, be offered simultaneously to other two eligible officers in order of their priority dates.

Clarification

(1) Allotment of vacant quarter

Rule 6(iii) of the Allotment Rules applicable to the Press Pool Accommodation provides that the vacant quarter should be offered to the Officer who is entitled to that type of quarter. In addition to this the same accommodation may also be offered to other two eligible officers simultaneously in order of their priority dates. The underlying idea in doing so is that in the event of the 1st candidate refusing the allotment it could be allotted to the 2nd one and in the event of the 2nd one also refusing the allotment, it could be allotted to the third one, to save loss of rent which could otherwise be caused in the process of officering the quarter one after another three prospective candidates.

(2) Reclassification of the crash programme Type B and C quarters

In 1978, Govt. had sanctioned construction of Type-A, B and C quarters with reduced plinth area of 300 sq. ft., 350 sq. ft. and 420 sq. ft. (for the main unit) to enable taking up of construction of large number of quarters. Subsequently the plinth area for construction of the quarters was reviewed and it was decided in March, 1981 that the scale of Plinth area of Type A, B and C quarters should be restored to the 1975 scale of plinth area, 0.12, 365 sq. ft. for type A, 484 sq. ft. for type B and 600 sq. ft. for Type C (for the main unit). The matter relating to reclassification of the quarters constructed as per reduced scale of plinth area has been considered by the Govt. and it has been decided to reclassify the type B and C quarters and Type A and B respectively as follows:--

- (i) Type B 'Crash programme quarters' in Delhi and other cities constructed with plinth area of 350 Sq. Ft. for the main unit, may be downgraded and reclassified as type-A quarters.

- (ii) Type-C “crash programme quarters” in Delhi and other cities constructed with plinth area of 425 Sq. Ft. for the main unit, may be downgraded and reclassified as type-B quarters.
- (iii) In respect of officials who are already in occupation of these types of accommodation according to allotments made, they will continue to occupy the accommodation and the reclassification will be given effect to only as and when they secure allotment of change of accommodation according to their position in the change waiting list or as and when they vacate accommodation due to transfer, retirement etc.
- (iv) In respect of above mentioned type-B and C quarters falling vacant, these will be downgraded and reclassified as type-A and B respectively, and allotted to officials who are included in the respective waiting lists.
- (v) Where the date of priority of the officials for allotment of type-B and C quarters respectively has already been covered and the allotment has been restricted to specific areas but has not yet materialised, necessary allotment may be made even though the date of priority covered may get changed after 1-6-1987 due to reduction in the number of quarters.
- (vi) In case where the officials have already been allotted type-B and C quarters before 1-6-1987 but they could not accept due to being away on leave, tour etc. and the cases are to be reconsidered; allotments may be made even after 1st June, 1987, though their date of priority may not be covered after 1st June, 1987 due to reduction of type-C and B quarters. The reclassification of the quarters as Type-A and B quarters, respectively should be given effect to from 1st June, 1987.

(Dte. of Ptg. OM. No. 52/9/78-All dated 8-12-78)

(Dte. of Ptg. O.M. No. 52/31/88-AIV dt. 13-6-89).

[Dte. of Estates O.M. No. 12035(7)/81-Pol. II (Vol. II dt. 27-5-87).

(3) Allotment of accommodation to employees belonging to SC/ST communities.

It has been decided to reserve the following quota for SC and ST employees:

- (a) Type I and II
 - (I) 10% clear vacancies.
- (B) Type III & IV
 - 5% clear vacancies
- (C) General
 - (i) clear vacancies becoming available in the reserve quota should be allotted in the ratio of 2.1 between SC and ST employees respectively.
 - (ii) SC and ST already in possession of Press pool accommodation will not be eligible for higher type of accommodation out of the quota reserved for SC and ST employees.
 - (iii) Separate waiting list should be prepared for SCs STs in these types.

- (iv) In case, however, there is no ST employees, the quota reserved for them, may be allotted to SC employee.
- (v) Also where SC employees are not available, the quota may be allotted to ST employee.
- (vi) SC/ST employees who are senior enough and are covered in the general waiting list in their turn will be given allotment out of general quota. Such allotments will not be counted against the reserved quota.
- (vii) The percentages and types of quarters to which reservation for SC and ST will apply shall be determined by the Directorate of Printing from time to time.

F. No. DP No. D. 11014/25/74-A II dt. 11-4-75.

D.E. No. 12035(5)/69-Policy II dt. 6-11-69.

DP No. D. 11014/25/74-AII dt. 11-6-76.

D.E. O.M. No. 12035(20)/74—Pol. II dt. 1-12-75.

D.E. O.M. No. 12035(3)/73-Pol. II dt. 24-9-73.

D.E. O.M. No. 7/9/70-Region dt. 25-3-71 and 6-9-75.

D.E. OM No. 12035(10/84-Pol. II dt. 25-11-85.

(4) Ladies Pool—SR. 317-B-8 The number of quarters in the Lady Officers Pool will be as under:--

No of Lady employees in each class	No of quarters for Lady pool in each class
Total number of employees in that Press.	Total number of quarters in that Press

Quarters already occupied by lady employees will be adjusted in the number of quarters forming ladies pool. Within the pool, reservation for SC/ST employees will also be made as per Government Orders.

The ratio between married and single lady officers will be 1:1. The lady officers shall be entitled for allotment of accommodation in the entitled type.

Clarifications:

- (a) 'Married lady officer' means a lady officer whose marriage is subsisting and who is not judicially separated from her husband.
- (b) Single lady 'officer' means a lady officer who is not married.
 - (1) DOE. OM No. DO No. 12033(4)/76-Pol. II dated 16-7-1976 (S.O. No. 2739 published on 24-7-1976).
 - (2) DOE No. 12035 (10)84-Pol. II dt. 10-11-1987.

(5) Officers under suspension-allotment of residential accommodation.

The allotment of residential accommodation to officers under suspension should be made as if suspension has not taken place.

W&H O.M. No. 3/63—Acc dt. 10-6-63

(6) Allotment of press pool accommodation to employees of public sector undertakings/State Govts. Other Central Govt. employees.

Employees of Public Sector Undertakings/State Govts/other Central Govt. Departments as well as Press officers who go on deputation to these undertakings/State Govts./other Central Govt. Departments are not eligible for allotment/retention of Press Pool accommodation.

(DOE. No. 12016(1) 76-Pol. II. Dt. 26-7-77)

(7) (a) Allotment of accommodation to Direct Recruits

The names of all direct recruits in Govt. service who are entitled to residences of type V and above and are eligible for General Pool accommodation should be included in the waiting lists for their entitled and next below types immediately after the junior most officers in those lists at the relevant time.

(DE OM. No. 12027(1)/74-Pol.II dt. 25-4-75)

(b) Eligibility of direct recruits

The concession granted in O.M. No. 12027(1)/74-Pol.II dt. 25-4-75 would be applicable only to those who immediately on their appointment are entitled to residences of type V and above, irrespective of whether they were appointed prior to or after 25th April, 1975.

(DE OM. No. 12027/1/74-Pol. II dt. 2-12-75)

(8) Allotment of accommodation on retrospective considerations

Certain officers entitled to Types I, II and III accommodation and whose names are included in the waiting list are not able to secure allotment of accommodation as with the change of allotment year they become entitled to higher type of accommodation. Such officers, if they represent, may also be considered for allotment of entitled types to which they were eligible before the commencement of the allotment year on the basis of priority dates in that types. However, officers who are already allottees of any Govt. residence, would not be considered for such allotment.

(9) Allotment of vacant surplus quarters in Press Pool

(a) It has been decided by the Ministry of Works and Housing (now Ministry of Urban Development) in consultation with the Ministry of Finance that the allotment of surplus higher type of accommodation may be made to the employees entitled to lower type of accommodation, on payment of full standard licence fee of the higher type of accommodation under FR 45-A subject to the condition that the accommodation will be vacated on a month's notice when any entitled officer needs it. In case of default market rent (damages) will be charged.

(b) Officers to whom quarters of the entitled type have already been allotted will not be entitled for such ad-hoc allotment.

(c) As regards cases where there are more officers (such cases will of course, be extremely rare) whose date of priority and the allotments are the same, the seniority of such officers is to be counted on the basis of their age.

(d) This would involve an element of willingness on the part of officers entitled to lower types to accept higher type on payment of full standard licence fee under FR 45A and would not preclude the officials whose services are transferable on all India basis, if they are so willing. It has been decided that among all such officials, those liable to all India transfers may be given preference in the matter of allotment of such surplus higher type of accommodation if they apply for it.

(e) The allotment of surplus higher type of accommodation to the employees entitled to lower type of accommodation may be made according to the seniority of the employees.

(DE OM. No. 22012(4)/76-Pol. Dt. 30-7-76).

(1) Dte. Of Ptg. No. D. 11014/1/75-A II dt. 31-7-75.

(2) Dte. Of Ptg. No. D. 11014/1/75-A. II dt. 1-6-76.

(3) Dte. Of Ptg. No. D. 11014/64/74-A. II dt. 29-10-77.

(4) Dte. Of Ptg. No. 52/1/82-A. II(ii) dt. 3-5-83.

(A) Higher of three times of flat rate L.F. or full Standard Licence Fee to be charged in case of allotment of higher accommodation at request.—

In supersession of this Directorate's O.M. No. 18011/2/90/Pol. III, dated the 14th September, 1990 (not printed) and in supersession of Audit Instruction No. 5 below FR-45A of Swamy's Compilation of FRs and SRs, Part-I(10th Edition) (not printed), it has been decided (in consultation with the Comptroller and Auditor-General in so far as persons working in the Indian Audit and Accounts Department), to charge three times the flat rate of licence fee or full standard licence fee under FR 45-A, whichever is higher, from those Government servants who are allotted Government accommodation of a type higher than their entitlement on their own request.

2. These orders shall not be applicable to the personal staff of the members of the Union Council of Ministers.

3. This issues with the concurrence of Finance Division vide their U.O. No. 753/W & E/D. III/91, dated 21-5-1991.

[G.I., Dir. Of Estates, O.M. No. 18011/2/90/Pol. III, dated the 1st August, 1991 and O.M. No. 12029/1/85-Pol. II, dated the 11th December, 1991.]

(i) The Government servants who were already in occupation of Government accommodation of a type higher than their entitlement prior to 1-8-1991, should be allowed the option to change over to their entitled type on the floor and area of their choice. They should continue to be charged normal licence fee till they are allotted entitled type of accommodation. In case allotment of entitled type is not accepted, then enhanced licence fee may be charged from the date of refusal.

(ii) The normal licence fee will be charged from such allottees from the first day of the commencement of the Allotment Year in which they became entitled to that type of accommodation with reference to that Allotment Year.

(iii) Those Government servants who are entitled to rent-free accommodation and are allotted an accommodation of a type higher than their entitlement on their own request would be charged twice the flat rate of licence fee instead of 3 times. Accordingly, they will get the benefit of single flat rate of licence fee to which they are entitled.

[G.I., Directorate of Estates, O.M. No. 18011(2)/90-Pol. III, dated the 20th July, 1992.]

(B) Flat rate of licence fee to be charged from Government servants who are offered and allotted Government Accommodation higher than their entitlement due to availability of surplus quarters.—

Instructions had been issued vide Directorate of Estates O.M. of even number, dated 1-8-1991 [GIO (5) above] wherein it was decided to charge three times the flat rate of licence fee or full standard licence fee under FR 45-A, whichever is higher, from those Government servants who are allotted Government accommodation of a type higher than their entitlement on their own request. However in a situation where due to availability of surplus quarters at some stations, if Government servants are offered Government accommodations of a type higher than their entitlement, by the Government, in that case it has been decided to charge only flat rate of licence fee relevant to that type of accommodation from those Government servants who are allotted such accommodation.

It is hereby clarified that effective date of these instructions is 21-4-2003, i.e., date of issue of the O.M. Further, the order is applicable only in cases where higher than entitled accommodation has been offered by the Government due to availability of those types in surplus and normal licence fee would be charged from the date of issue of the O.M. even in case of those who have allotted such accommodation before 21-4-2003.

[G.I., M.U.D., O.M. No. 18011/2/90-Pol. III, dated the 21st April, 2003 read with O.M. of even number, dated the 14th July, 2003.]

(10) Deferment of allotment of Residential accommodation

Deferment of allotment of residential accommodation can be sought for a period of not less than 3 months. In cases where officers seek deferment after the initial allotment, the question of any rent liability in such cases does not arise.

In cases where officers in occupation of lower type of accommodation request for deferment of allotment of their entitled type of accommodation after the allotment of their entitled type of accommodation has been made, they may also be allowed deferment for 3 months on the condition that they would pay licence fee for the lower type of accommodation in their occupation or the licence fee which they would have had to pay in respect of the residence so allotted or offered, whichever is higher. The deferment will be for a maximum period of 6 months.

(D.E. Memo No. 34/27/70. CDN dt. 23-1-71)

(11) (A) Provision of Government accommodation to Unions/Associations of Central Government Employees.

It has been decided that, subject to availability whenever minimum Govt. office accommodation is allotted for office purpose to a recognised association/Union of Central Government Employees, set up to take up the cases of such employees from the point of employer-employees relationship, standard rent under FR. 45A or pooled standard rent under FR. 45A where the rents have been pooled, would be charged. Service charges etc. will be recovered in addition.

This decision has been arrived at on the basis of the conclusion reached at the National Council set up under the JCM and C.A. scheme.

Min. of Health and Family Plg & Works and Housing Now M/O Health & FW and U.D, Dte. Of Estate's O.M. No. 18011/6/88-Pol. I dt. 25th April, 1969).

(B) The undersigned is directed to invite attention to this Dte.'s office Memo No. 18011/6/88-Pol. I dt. The 25th April, 1969 conveying the decision that subject to availability whenever minimum Govt. Office accommodation is allotted for office purposes to a recognised Association /Union of Central Government employees set up to take up the cause of such employees from the point of employers-employees relationship, standard licence fee under FR. 45-A or pooled standard licence fee under FR 45-A where the rents have been pooled would be charged in addition to the charges for services, etc. It has come to notice that, in pursuance of the above mentioned decision some Departments, who allotted office accommodation in Kolkata, Chennai, Mumbai and Delhi, etc. to certain Union/Associations of Government employees in the year 1950 or even earlier without any pre-conditions, have started recovering licence fee and charges for services from the Unions/Associations from the date of allotment of such accommodation or from January, 1970. It is now clarified that the orders contained in the Office memo dt. 25th April, 1969, are applicable from the date of issue of the said Office Memorandum to all cases of allotment of office accommodation to Unions/Associations whether made on or after the 25th April, 1969 or prior to that date. Where accommodation was allotted prior to 25th April, 1969 rent is recoverable only from 25th April, 1969 and not for the earlier period.

This issues with the concurrence of Ministry of Finance vide their U.O. No. No. 5951-W&E/71 dt. 28-7-1971.

(Dte. Of Estate O.M. No. 18011/6/68-Pol. I(Vol.II) dt. 23rd Aug., 1971)

(C) Attention of the Ministry of Home Affairs etc. is invited to this Directorate's office Memorandum No. 18011/6/68 Pol. I dt. 25th April, 1969 and No. 18011/6/68-Pol. I(Vol. II) dt. the 23rd August, 1971.

It has been represented to this Ministry that some Unions/Associations which were allotted accommodation free of charge without any pre-condition of rent prior to the issue of the instructions, vide our Memorandum mentioned in the preceding paragraph, have been adversely affected in-as much as they are required to pay rent with effect from the 25th April, 1969. This matter has been examined further in consultation with the Min. of Finance and it has been decided that in such cases rent fee concession should continue and the orders contained in the two memorandum mentioned above will not apply.

This issue with the concurrence of the Ministry of Finance vide their U.O. No. 8294(W&E) dt. 22nd October, 1971.

(Dte. Of Estates OM. No. 18011/6/68-Pol. I dt. 8th Nov. 1971).

(12) Allotment of accommodation to clubs and associations of Government employees and to the Consumers Cooperative Societies run under the scheme of the Ministry of Home Affairs or other Co-operative Societies run by The Government servants and the rate of licence fee to be charged from such organisations.

The undersigned is directed to say that the subject mentioned above has been under consideration of the Government for some time past. It has now been decided as under:--

- (a) continuance of the allotment of accommodation to the Central Government Employees Consumers' Co-operative Societies run under the aegis of the Department of Personnel at the nominal licence fee of Re. 1 p.m. plus charges for services.
- (b) Continuance of the provision of accommodation in offices out of a Department's entitlement to the Cooperative Societies/Stores run by the Departments or by Employees' Association at a nominal licence fee of Rs. 1 p.m. plus electricity water charges etc. in accordance with the detailed procedure laid down in the Ministry of Works and Housing and Urban Development letter No. 22/12/65-Acc. II dt. 28th February, 1966 and Dte. Of Estates letter No. 12019 (11)/67-Pol. III dated 24th December, 1968, as may be amended from time to time.
- (c) Continuance of the allotment of residential accommodation to recognised clubs and associations on payment of full standard licence fee under FR. 45A or pooled standard licence fee under FR 45A (where licence fee have been pooled) plus service charges in accordance with the detailed procedure already prescribed vide Ministry of Works and Housing and Supply office Memo No. 12/110/58-ACC, dated the 2nd April, 1960 as may be amended from time to time.
- (d) Continuance of provision of office accommodation for office purposes to recognised Associations/Unions of Central Government Employees, set up to take up cause of such employees from the point of employer and employees relationship on payment of standard licence fee under FR. 45A or pooled standard licence fee under FR. 45A where the licence fee have been pooled plus charges for services, as per the orders contained in the Dte. Of Estates office Memo No. 18011(6)/68-Pol. I dt. the 25th April, 1969, as may be amended from time to time.
- (e) Continuance of provision of buildings specifically constructed for recreation and welfare purposes i.e. community Halls, Recreation centres and club buildings to the recognised Associations/Unions of Central Government employees on payment of licence fee covering the actual cost of maintenance and repairs service charges and such other elements as may be decided to be recovered from the allottees of such buildings, in accordance with the orders contained in para 4 of the Ministry of Works and Housing and Supply Office Memo No. 12/40/58-ACC. I dt. 2nd April, 1960, as may be amended from time to time.
- (f) Provisions of residential accommodation to the Associations of Central Government employees for running cooperative stores on payment of licence fee under FR. 45B with departmental charges and other service charges, if any.

[Dte. Of Estates O.M. No. 18015/1/68-Pol. I dt. 4-12-70

(13) Rate of rent to be charged from educational institutions who are in occupation of general pool accommodation.

In their meeting held on the 23rd October, 1968, the Sub-Committee of the Cabinet decided, *inter-alia*, that market rent should be charged from all allottees except Press Representatives, the

New Delhi Municipal Committee and the Delhi Municipal Corporation. In respect of schools run by the New Delhi Municipal Committee and Delhi Municipal Corporation, it was decided that they should be charged rent under F. R. 45-B with departmental charges.

Normally, accommodation for office use from the general pool is not allotted to private parties having regard to the recommendations of the Public Accounts Committee made in para 43 of their 34th Report. An extract from the said para is reproduced.

“In view of the continued shortage of accommodation for Government purposes the Committee are of the view that practice of giving Government accommodation to private parties should be discontinued. In very special circumstances, where such accommodation is given purely as a temporary measure, full market rate should be invariably realised. The irregular practice of giving hidden subsidy to private organisations by giving Government accommodation free or at concessional rent should be discontinued.”

The recommendation made by the Public Accounts Committee accepted by Government.

Certain educational institutions which cater to the needs of the children of indigent or poor and backward sections of society including Scheduled Castes etc., have been allotted Govt. accommodation for running schools. In view of the decision of Cabinet Sub-Committee quoted above, they would have to be charged market rent for the accommodation.

However, having regard to the fact that the charging of rate of rent from educational institutions which cater to the needs of the indigent or poor and backward sections of the society including Scheduled Castes etc. would hit them badly and some of them may consequently have to close down, thereby adversely affecting the educational interests of the poorer section of the society, the matter has been reviewed by Government and the following decisions have been taken:--

- (i) Educational institutions which cater to the needs of the indigent or poor and backwards sections of the society including Scheduled Castes etc. may be charged rent under F.R. 45-A in respect of general pool accommodation already in their occupation or which as a special case may be allotted in future.
- (ii) Other educational institutions which are occupying general pool accommodation and levy from the students only moderate fees, in the opinion of this Department may be charged rent under F.R. 45-B plus departmental charges on the analogy of the decision taken by the Sub-Committee of the Cabinet in their meeting held on the 23rd October, 1968, in the case of schools run by the New Delhi Municipal Committee and the Delhi Municipal Corporation.
- (iii) Schools levying high fees will be charged market rent.

However, in the interest of proper coordination and with a view to maintaining uniformity, the quantum of rent (whether under F.R. 45-A, 45-B or market rent) to be charged from the educational institutions concerned, should be decided in consultation with the Ministry of Finance (W&E) Unit. Cases should be referred to the Ministry of Finance after they have been seen by J. S.

[Min of Health and Family Welfare and Ministry of Urban Development, (Dte. of Estate No. 18011(2)/70-Pol. IV, dated 15-6-70). (Formerly M/O H & FP & M/O W & H)]

(14) (A) Allotment of Government residential accommodation—restriction of allotment to a particular locality.

The undersigned is directed to say that under the existing Allotment Rules, Government servants occupying lower type of quarters than their entitlement are offered available quarters of their entitled type when their turn comes according to their seniority in the Waiting List without regard to the location of the quarters. A number of requests are being received from such allottee Government servants for restricting allotment of new residences to them to particular localities in consideration of various difficulties, which they have to face if they are to shift to the newly allotted accommodation. The matter has been considered and the President is pleased to decide that no request for restricting allotment to a particular locality or change of allotment of entitled type already made to a particular locality would be entertained from officers who are in occupation of lower type of accommodation. But after an allotment of the entitled type of accommodation has been made in the normal course such an officer while communicating his decision for acceptance or non-acceptance of the allotment may make a request for restricting further allotment of entitled type of residence to him to a particular locality and also attach an application for change in the prescribed form. Such a request would be entertained as an application for change of residence and his name would be included in the change waiting list for the particular entitled type of quarter in the same manner with effect from the 8th day of the allotment or receipt of specific request for restriction, whichever is later. No further opportunity for change of residence then will be available. For refusing the original allotment of the entitled type of residence, the officer will be liable to pay licence fee for retention of the accommodation in his occupation as provided in Rules as amended from time to time till he gets allotment of his entitled type.

It has also been decided that no request for restricting allotment to a particular locality or for change of allotment already made in another locality would be entertained from officers who are not already in occupation of any general pool residence.

[Dte. of Estates O.M. No. 12035(10) 77-Pol. II, dated 9-11-78]

(B) Allotment of Government residential accommodation—restriction of allotment to a particular locality.

The undersigned is directed to say that under the existing Allotment Rules, a residence on falling vacant is allotted to an applicant desiring a change of accommodation in that type, under the provisions of SR. 317-B-15, and if not required for that purpose, to an applicant without accommodation in that type having the earliest priority date for that type of residence.

It has been noticed that, at times, the offer for initial allotment of accommodation made to the Government servant in their turn is not accepted by him/her on one ground or the other. Immediately, thereafter the request is made to this Directorate for reconsideration of their cases for allotment in specified areas/localities. This results in the quarters remaining vacant for long duration leading to the avoidable loss of revenue to the Government.

With a view to overcoming the problem it has been decided that:--

- (i) The request for reconsideration of cases for initial allotment would be considered as per rules without any rental liability where the person concerned could not accept the offer of allotment due to the reason that he/she was on leave or the offer of allotment did not reach him/her within the stipulated period of acceptance.

- (ii) That the request for restriction of allotment from Government servant occupying lower type of quarters than their entitlement would be allowed subject to the conditions stipulated in this Directorate's O.M. No. 12035 (10)/77-Pol. II, dated 9th November, 1978.
- (iii) That the request for restriction of allotment from officers who are not already in occupation of any general pool accommodation would be entertained only if they agree to bear the rental liability from the 8th day of date of issue of the first allotment letter. In cases, where such requests are received before issue of the allotment letter they would be entertained only if they agree to bear the rental liability in respect of quarter which would be allotted to them in their turn.

[Dte. of Estates O.M. No. 12035 (9)/86-Pol. II dated 26-12-1986].

(C) Admissibility of HRA to officials whose initial allotment has been restricted to a particular locality on payment of licence fee.

In accordance with the orders issued in this Directorate's O.M. No. 12035/9/86-Pol. II, dated 26th Dec., 1986 requests for restriction of allotment from officers who are not already in occupation of any general Pool accommodation would be entertained only if they agree to bear the rental liability from the 8th day of date of issue of the first allotment letter. In cases where such requests are received before issue of the allotment letter, such requests would be entertained only if the persons agree to bear the rental liability in respect of quarter which would be allotted to them in their turn. In other words, in the case of persons who are not allottees of general pool accommodation, initial restriction of allotment would be made only on payment of licence fee of the quarter already allotted or that would be allotted till accommodation in the locality where initial allotment has been restricted is made.

The question of admissibility of House Rent Allowance in the case of employees whose requests for restriction of initial allotment have been acceded to, subject to the condition that they agree to bear rental liability in respect of quarters allotted to them but not occupied or that would have been allotted to them in their turn, has been examined in consultation with the Ministry of Finance (Deptt. Of Expenditure) and it has been decided that House Rent Allowance may be paid in such cases if they are otherwise eligible for HRA. However, HRA will not be admissible from the date of commencement of the rental liability of the quarter allotted to them after restriction.

These orders will take effect from 26-12-1986. This issues with the concurrence of Ministry of Finance (Deptt. Of Expenditure) vide their I. D. No. 11020/1/87-E. II (B), dated 8-9-87.

[Dte. Of Estates O.M. No. 12035(9)/86-Pol. II datd 20-10-87].

(15) Permission for use of vacant Press Pool quarters and/or vacant land in the Press colonies for various performances by the allottee and other organisation.

It has been decided by the Director of Printing that the residential accommodation in the Press Pool may be allotted temporarily (not exceeding 7 days) for cultural/social functions to the allottees or their sharers on payment of Market licence fee. Such fee should be recovered in advance by the Managers.

The residents of the localities may also be allowed to use lawns for social/religious functions without any charges subject to the condition that any damage done to the lawns would be repaired at their cost in consultation with the Horticulture Division.

[Dte. of Printing Memo. No. D-11014/35/75-All dated 1-10-1975].

(16) Admissibility of House Rent Allowance in the event of non-application or non-acceptance or surrender of Press pool accommodation at various stations

While reviewing the demand and availability of Press Pool Accommodation administered by various Govt. of India Presses under the Directorate of Printing, it has been noticed that a large number of Press Pool quarters are lying vacant and very few employees are willing to apply for allotment. As a result the Government is suffering revenue loss on account of non receipt of license fee, regular maintenance, etc. Besides, these vacant quarters are also prone to be misused by undesirable elements as the Presses/CPWD are unable to keep watch on every vacant quarter located in the spacious press colonies.

2. In this connection, attention is invited to the Rule 4(a)(i) of the HRA Rules which stipulates that “.....those Government servants who are eligible for Government accommodation, the allowance will be admissible only if they have applied for such accommodation in accordance with the prescribed procedure, if any, but have not been provided with it.....” In view of the above, it has been decided that it should be compulsory/mandatory for all the employees of the Government of India Presses/Offices under Directorate of Printing **to obtain ‘No Accommodation Certificate’ from the concerned Government of India Press Management before claiming ‘House Rent Allowance’.**

3. The Press authority responsible for allotment of Government accommodation is directed to issue ‘No Accommodation Certificate’ to only those Press employees who have applied for allotment of Government accommodation and have not been allotted their entitled type of accommodation due to non-availability of the accommodation.

4. This order will be applicable in respect of those Government of India Presses which have its own accommodation and/or to those Government of India Press employees for whom the Government accommodation has been earmarked.

5. This issues with the concurrence of Finance Division of the Ministry of Urban Development & Poverty Alleviation vide their Dy. No. 1871F/JS(F) dated 26-8-2003).

(Substituted by DOP O.M. No. 52/13/2003-A.IV) dt. 1.9.2003

The Govt. servants who after submitting applications refuse to accept the accommodation offered/allotted or those who after having accepted such accommodation surrender it, as referred to above, will be considered again for allotment of Government accommodation at the same station in accordance with the provisions of SR-317-B-10. (Rule 8 of Press Pool Accommodation Rules.)

The Govt. servant who, after submitted his application for allotment, succeeds in making his own arrangements for residential accommodation and informs the Directorate of Estates or its regional offices before actual allotment is offered to him will be deemed not to have submitted the application for allotment of Govt. accommodation.

These orders take effect from 1-1-88 and will remain in force upto 31-3-88 or till further orders are issued.

This issues with the concurrence of the Finance Division of the Ministry of Urban Development vide their O.M. No. 1580/W&E/DII(a) dated 30-12-87.

[D.O.E O.M. No. 12034(1)/82-Pol. III, dated 1st March, 1988]

7. Out of turn allotment--Notwithstanding the provisions of Rule 6 allotment of a residence may be made by the Director of Printing on an out of turn basis to an officer on grounds of serious illness of self or a member of his family in consultation, if considered necessary, with the prescribed medical authority or transfer or any other reasons. The priority for allotment in such cases will be the date on which application of the officer for out of turn allotment is received by the Assistant Manager (Estates).

INSTRUCTION :

(1) House-owning Officers—ad-hoc allotment:

An officer who owns a house either in his name or in the name of any member of his family in the station of his posting or in adjoining municipal area is not entitled to allotment of accommodation on ad-hoc basis/regularisation of allotment of Government residence. Such an allotment should also not be made to the dependents of officers on grounds of their retirement, transfer, death, in case they themselves or their dependents own a house.

These instructions are equally applicable in the case of ad-hoc allotment to physically handicapped, ad-hoc allotment on medical grounds, ad-hoc allotment in all other cases.

[D.Es. O.M. No. 12029(3)/77-Pol. II dated 11-5-78]

(2) Sanction of out-of-turn allotment to officers belonging to transferable services in the Government of India Presses :

Under Rule 23 read with Rule 7 of the Allotment Rules, the Director of Printing has decided that out of turn allotment to Press officers, who are subject to transfer on all India basis may be made by the Assistant Manager (Estate) with the approval of the General manager/Manager/Officer-in-Charge and the approval of the Director of Printing obtained later. The applications for out of turn allotment from such officers need not be forwarded to H.Qs. Office. Such out of turn allotment should be made in accordance with the provisions of the allotment rules and normally should be one type below the entitled type of the officer concerned except for officers entitled to type 'A' and 'B'. However, such out of turn allotment should be made only when an officer has come on transfer from another press or is a direct recruit who has joined the post (which is subject to transfer) for the first time.

[Dte. Of Printing No. 52/9/81-All dated 16-1-82]

(3) Concession of ad-hoc allotment of Press Pool Accommodation admissible to eligible dependents/relations of Press employees on their retirement.

It has been decided that when a press employee, who is an allottee of Press Pool accommodation, retires from service, his/her son, unmarried daughter or wife or husband, as the case may be, may be allotted accommodation from the Press Pool on ad-hoc basis, provided the said relation is a press employee of the same press from where the Government employee is retiring or has retired and is eligible, for allotment of accommodation in the same press Pool and had been continuously residing with the retiring press employee for at least three years immediately preceding the date of his/her retirement. In case, however, a person is appointed to Government service in the same press from where the Government employee is retiring or has retired within a period of three years preceding the date of retirement or had been transferred to the place of posting of the retiring press employee any time within the preceding three years, the date on which he was so appointed or transferred would be the date applicable for the purpose. This decision would cover cases of press employees retiring on or after 7-11-1979.

(2) An eligible employee who was working on ad-hoc basis on the date of retirement of his/her parent can also be granted the aforesaid concession in case his service on ad-hoc basis was regularised subsequently without any break in service between the period of ad-hoc appointment and regular appointment.

(3) In all such cases, the press employee will be required to pay licence fee for the period of unauthorised occupation of the press pool accommodation.

(4) This concession will, however, be not available in cases where the retiring officer or the member of his family owns a house in the place of his/her posting. The above concession will not also be available in cases where the dependent/relations of retiring/retired press employee are employed in other Government of India Offices or in the Government of India Presses other than those from where the press employee has retired.

(5) The clearance of all dues/outstanding in respect of the premises in occupation of the retired officer shall be an essential condition for the consideration of allotment to an eligible dependent.

(6) The eligible dependent will be allotted accommodation one type below his/her entitlement provided that in no case, except otherwise specified, allotment will be made to a higher type of quarter than in occupation of the retiring press employee. Provided further that where the eligible press employee is entitled to type II or any higher type of accommodation, he/she will be allotted accommodation in type-II on ad-hoc basis even if the retiring press employee was occupying type I accommodation. The quarter in occupation of the retired officer may be regularised in the name of the dependent son/daughter provided he/she fulfils, all other conditions for ad-hoc allotment.

(7) These orders will take effect from the date of issue of this Office memorandum and will not apply to those press employees who are allotted residential accommodation directly by the Directorate of Estates, e.g. press employees of Government of India Press, Shimla and Government of India Press, Temple Street, Calcutta, etc. In their case, the instructions issued by the Dte. Of Estates, vide their O.M. No. 12035(7)79-Pol. II dated the 1st May, 1981 will apply

(8) The following documents may be given by the employees concerned:--

(i) Application on the prescribed form (Annexure-II).

- (ii) Declaration and bond in the prescribed form attached (Appendix I) from the dependent employee, on plain paper.
- (iii) The affidavit from the dependent in the prescribed form (Appendix II) to be made before a magistrate or oath Commissioner.
- (iv) The affidavit from the retired officers in the prescribed form (Appendix III) to be made before a magistrate or oath Commissioner.

CLARIFICATIONS :

(9) Orders have been issued from time to time regarding the concession of ad-hoc allotment of press pool accommodation to eligible dependents/relations of Government employees on their retirement from Government service. Clarifications have been sought on various points from time to time regarding implementation of these orders in particular situations. These points have been examined and the necessary clarifications/decisions are furnished below:--

- (i) Non-drawal of House Rent Allowance at the station where the ward was employed previously:
Orders regarding non-drawal of House Rent Allowance are applicable only in case where the dependent is employed in the station where the official has been allotted Government accommodation.
- (ii) Ad-hoc allotment to the dependent of an officer who seeks voluntary retirement:
It has been decided that the dependent of an officer who seeks voluntary retirement would also be eligible for ad-hoc allotment subject to the fulfilment of the other prescribed conditions given in the orders regarding ad-hoc allotment/regularisation on retirement of Government servants.
- (iii) Ad-hoc allotment to dependents who secure employment after the date of retirement but during the period of re-employment:
The concession of ad-hoc allotment would not be available in the case of a dependent who secures employment after the date of retirement of parent but during the period of re-employment.
- (iv) Regularisation of Type-A accommodation in the name of eligible dependent even if the officer is eligible for Type-B or higher type of accommodation:
It has been decided that Type-A accommodation may be regularised in the case of eligible dependent at his request even if the Officer is eligible for Type-B or higher type of accommodation.
- (v) Concession of ad-hoc allotment in case any other dependent is already in occupation of Government accommodation :
It has been decided that the concession of ad-hoc allotment to the eligible dependent would not be available in case any other dependent is already in occupation of Government accommodation.
- (vi) Restriction of Allotment :

It has been decided that ad-hoc allotment of lower type of accommodation is to be restricted to the same area or adjoining area where retired official is having the accommodation. However, licence fee (damages) will have to be paid by the retired official if there is any delay in allotment of alternative accommodation due to the restriction of allotment to such colony.

(vii) Date of regularisation :

It has been decided that the date of regularisation should be from the date of cancellation in case the eligible dependent is already in Government service and is entitled for regularisation and not from the date of issue of the orders which was the practice being followed till now.

(viii) Clearance of arrears :

Where arrears are due from retired persons a statement indicating arrears due should be furnished to the dependent and he should be asked to furnish a certificate regarding payment of licence fee/damages from the Office where the official was working during the period such arrear were due, in case recovery has already been made or should be asked to make payment of the amount and this should be stipulated as a condition in the letter sanctioning ad-hoc allotment.

(i) D.E. No. 12029(4)/75-Pol. II dt. 10-9-76.

(2) D.E. No. 12029(1) 74-Pol. II dt. 16-11-77.

(3) D.E. No. 12035(7)/79-Pol. II dt. 1-5-81.

(4) Dte. Of Ptg. No. 52/9/81-A II dt. 11-6-81

(5) D. Es. No. 12035(7)/79-Pol. II (Vol. II) dt. 11-2-82.

(6) D. Es. No. 12035(14)/82-Pol. II (Vol. II(i)) dt. 9-11-87

(7) Dte. Of Ptg. No. 52/62/89 A.-IV dt. 1-9-89.

7(4) Ad-hoc allotment to dependents of deceased allottees.

(i) Forms of application :

The eligible dependent should submit his application on Form Annexure III alongwith Appendix I to III.

(ii) Ad-hoc allotment in the name of near relations (his/her son, unmarried daughter/wife/husband), as the case may be, or father/mother of Govt. servant in occupation of Press Pool accommodation who dies while in service may be made subject to the following conditions :--

(a) An eligible dependant will be allotted accommodation one type below his/her entitlement provided that in no case except otherwise specified allotment will be made of a higher type of quarter than in occupation of the deceased officer. Provided further that, where the eligible officer is entitled to Type II or any higher type of accommodation he/she be allotted accommodation in Type II on ad-hoc basis even if the deceased Govt. servant was occupying Type I

accommodation. The quarter in occupation of the deceased officer may be regularised in the name of the dependent son/daughter provided he/she fulfils all other conditions for ad-hoc allotment.

- (b) The eligible dependant should have been residing with the deceased officer concerned for at least six months prior to the later's death and that he was not drawing any house rent allowance.
- (c) If the dependent gets an employment in an eligible office even after the death of the officer provided such an appointment is secured within a period of 12 months after the death of the officer and the accommodation in occupation of the officer has not been vacated.
- (d) There are no arrears of licence fee/damages outstanding against the deceased allottee officer.
- (e) The deceased officer as well as Officer in whose name allotment is to be made on ad-hoc basis should not own a house either in his/her name or in the name of any member of his/her family at the place of his/her posting, etc. (The declaration and bond and affidavits to be submitted by the dependants in this connection have been prescribed).
- (f) The allotment of the very quarter in occupation of the deceased officer may be regularised in the name of dependent son/daughter provided he/she fulfils other conditions for ad hoc allotment.
- (g) It has also been decided that no ad hoc allotment should be made to a dependent of a deceased officer who was not in occupation of Press Pool accommodation at the time of his death.
- (h) Ad hoc allotment to dependants of allottees retired/invalidated on medical grounds :

Ad-hoc allotment may be considered subject to the fulfilment of all other conditions as in the case of death of an allottee while in service to an eligible dependent of an officer who is in occupation of a Press Pool accommodation and was compulsorily retired on medical grounds/was invalidated on medical grounds.

- (i) The cases, in which the dependant of the deceased Govt. servant gets employment after 12 months, should be considered for ad-hoc allotment, as a special case, subject to the following conditions :-
 - (a) The dependant of the deceased allottee has been employed in an eligible office on compassionate grounds on the basis of the instructions issued by the Department of Personnel, from time to time.
 - (b) After the eligible dependant has secured the employment in an eligible office, the family of the deceased has continued in Govt. accommodation.
 - (c) This relaxation will not be applicable in the case of dependants who have vacated Government accommodation or have been evicted.

Each case will be decided on merits in the light of this decision and final orders of Joint Secretary incharge of Dte. of Printing may be obtained. (In Dte. Of Estates, in such cases, orders of Jt. Secretary incharge, Dte. Of Estate are obtained in each case).

- (j) As regards licence fee to be charged for the continued occupation of the premises by the family after the death of the Government servant and till its regularisation or ad hoc allotment of alternative accommodation, it has been decided vide Dte. Of Estates O.M. No. 22013/7/81-Pol. II dated 24-4-82 and vide Dte. Of Printing O,M, No. 52/1/82-All dated 27-6-1983 in supersession of all earlier orders on the subject, that licence fee will be charged as under:--
- (i) for the concessional period of 6 months after the death-normal licence fee (under F.R. 45-A).
 - (ii) for the further period upto 6 months or till the appointment of the eligible ward in an eligible office, whichever is earlier, if formal permission has been granted for retention of the accommodation on medical grounds or educational grounds— twice the standard licence fee under F.R. 45-A or twice the pooled standard licence fee under F.R. 45-A (where licence fees have been pooled) or twice the licence fee that the deceased officer was paying whichever is the highest.
 - (iii) for the period beyond the date of appointment of eligible ward in an eligible office:--
 - (a) Standard licence fee under F.R. 45-A or pooled standard licence fee under F.R. 45-A whichever is higher from the date of appointment of the ward till the orders regarding regularisation or allotment of alternative accommodation are issued subject to the condition that the submission of application for regularisation/alternative allotment has been made within 30 days of the date of appointment of the ward;
 - (b) Damages (Licence fee) from the 9th day of the date of issue of the regularisation letter allotment letter, if the offer of regularisation allotment of alternative accommodation is not accepted.

The above orders will apply to those cases where the eligible wards are appointed in eligible offices within a maximum period of 12 months from the date of death of the allottee officer.
 - (k) Orders have been issued from time to time regarding concession of ad-hoc allotment/regularisation in the name of near relations of Govt. servant who die while in service. Clarifications have been sought regarding implementation of these orders in

particular situations. These points have been examined and the various points are clarified below:--

- (i) *Non-drawal of House Rent Allowance at the station where the ward was employed previously.*—Orders regarding non-drawal of House Rent Allowance are applicable only in cases where the dependant is employed in the station where the official has been allotted Govt. accommodation.
- (ii) *Regularisation of Type A accommodation in the name of eligible dependent even if the officer is eligible for Type B or higher type of accommodation.*—It has been decided that Type A accommodation may be regularised in the case of eligible dependent at his request even if the officer is eligible for Type B or higher type of accommodation.
- (iii) *Concession of ad-hoc allotment in case any other dependent is already in occupation of Govt. accommodation.*—It has been decided that the concession of ad-hoc allotment to the eligible dependent *would not be available* in case any other dependent is already in occupation of Govt. accommodation.
- (iv) *Restriction of Allotment.*—It has been decided that ad-hoc allotment of lower type of accommodation is to be restricted to the same area or adjoining area where deceased official is having an accommodation. However, licence fee/damages will have to be paid by the family of the deceased official if there is any delay in allotment of alternative accommodation due to restriction of allotment to a particular colony. This is in partial supersession of the orders issued in O.M. No. 22013(7)/81-Pol. II dated 24-4-82.
- (v) *Date of regularisation.*—It has been decided that the date of regularisation should be from the date of cancellation in case the eligible dependant is already in Govt. service and is entitled for regularisation and not from the date of issue of the orders which was the practice being followed till now.
- (vi) *Clearance of arrears.*—Where arrears are due from deceased official, a statement indicating arrears due should be furnished to the dependant and he should be asked to furnish a certificate regarding payment of

licence fee/damages from the office where the official was working during the period such arrears were due in case recovery has already been made or should be asked to make payment of the amount and this should be stipulated as a condition in the letter sanctioning ad hoc allotment.

However, the cases already decided need not be reopened. Where the dependent/eligible ward is waiting for allotment of a quarter such allotment may be made according to the decision at (iv) above.

- (a) D.E. O.M. No. 12029(4)/74-Pol. II dt. 5-7-76.
- (b) D.E. O.M. No. 12029(4)/74-Pol. II dt. 12-7-76.
- (c) D.E. O.M. No. 12029(4)/75-Pol. II dt. 10-9-76.
- (d) D.E. O..M. No. 12029(4)/74-Pol. II dt. 16-11-77.
- (e) D.E. O.M. No. 12029(4)/79-Pol. II dt. 8-3-79.
- (f) D.E. O.M. No. 12013(7)/81-Pol. II dt. 13-7-81.
- (g) D.E. O.M. No. 12013(7)/81-Pol. II dt. 24-4-82.
- (h) DOP O.M. No. 5/1/82-All dt. 27-6-83.
- (i) D.E. O.M. No. 12035(14)/82-Pol. II (Vol. II[ii] dt. 2-11-87.
- (j) D.E. O.M. No. 57(63)/89-A 4 dt. 1-9-89.

7(5) Out of turn (ad-hoc) allotment of residential accommodation from Press Pool on medical grounds.

1. Applications from the employees of the Govt. of India Presses are, considered for ad-hoc allotment of residential accommodation from the Press Pool on medical grounds in the following cases:

- (a) *Tuberculosis*:
 - (i) Pulmonary tuberculosis (in active phase with risk to others).
 - (ii) Pleurisy with effecision, Tubercular Meningitis,
- (b) *Malignant Neoplasim*:
 - (i) Cancer.
- (c) *Physically handicapped*:
 - (i) The blind.
 - (ii) The deaf.
 - (iii) The orthopaedically handicapped.

(d) Heart ailments having symptoms of Grade III and Grade IV which includes serious disabilities like Angina Grade III and IV or congested Cardiac failure Grade III and IV or Malignant Hypertension with symptoms of Grade III and IV.

2. Eligibility.

(a) This concession in respect of heart ailment/physically handicapped cases is restricted to Govt. servants only i.e. if the Govt. servant is himself/herself suffering from these diseases/ailments.

(b) In case of T.B. and cancer, this concession is available for Govt. servant and his own family i.e. wife/husband and children.

3. Applications received from the Govt. of India Presses for out of turn (ad hoc) allotment of residential accommodation from the Press Pool is often found to be incomplete which necessitates back references. The procedure for submission of such applications has, therefore, been streamlined to bring it on somewhat identical lines with the procedure followed for such allotment in general pool. In future, applications for out-of-turn allotment of residential accommodation on medical grounds should be forwarded to the Directorate with the following documents/information:--

(a) Tuberculosis:

- (i) A recent original medical certificate issued from TB Hospital/Govt. Hospital/recognised TB Centre TB Institution/Sanitorium/Municipal Corporation TB Hospital/Chest clinic (Govt.), which should not be more than one month old and should be signed by a Board of Doctors comprising of at least two Doctors, out of which one should be specialist. The Medical Certificate should be countersigned by the CMO/MS/Controlling officer of the hospital/Institution/clinic concerned. This should indicate clearly that the patient is suffering from infections type of tuberculosis i.e. whether the symptom is positive for A.F.B. (in active phase with risk to others).
- (ii) T.B. X-ray taken not more than one month prior to the date of application.
- (iii) No house owning declaration duly verified and endorsed by the competent authority.

(b) Malignant Neoplasim (Cancer) and heart ailment.:

- (i) A recent medical certificate from a Govt. Hospital stating clearly the stage of the disease.
- (ii) No house owning declaration duly verified and endorsed by the competent authority.

(c) Physically Handicapped.:

Orthopaedically handicapped i.e. those who have a severe physical defect or deformity which causes undue interference with normal functioning of the bones, muscles and joints and find it very difficult to move freely.

- (j) Recent medical certificate issued by the Orthopaedical Surgeon or the Rehabilitation Medicine Specialist indicating clearly (a) clinical diagnosis, (b) description of disability, its extent and nature, (c) how disability interferes in

patient's work and activities, of daily life and (d) percentage of disability, the scale laid down by American Academy of Orthopaedic Surgeons to be used till such time as a national disability evaluation scale is adopted.

- (ii) A photograph of the applicant showing the extent of disability/deformity duly attested by specialist issuing the medical certificate.
- (iii) No house owning declaration duly verified and endorsed by the competent authority.
- (iv) A certificate from the head of the Press that the applicant was either recruited through the employment exchange or recruited as a handicapped person.

Blind:

- (i) A medical certificate from a Govt. Hospital Rehabilitation Medicine Specialist indicating extent of blindness viz. (a) total absence of sight: (b) visual acuity not exceeding 6/60 or 20/20 (snellen) in the better eye with correcting lenses; and (c) impression of the field of the vision subtending an angle of 20 degrees or worse.
- (ii) No house owning declaration duly verified and endorsed by the competent authority.

Deaf:

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all even with amplified speech. The cases include in the category will be those having hearing loss more than 90 decibels in the better ear (Profound impairment) or total loss of hearing in both ears.

- (i) A medical certificate from a Govt. hospital or Rehabilitation Medicine Specialist indicating the extent of disability.
- (ii) No house owning declaration duly verified and endorsed by the competent authority.

NOTE : (1) In the case of physically handicap, the percentage of disability according to American Academy scale if less than 40% of the request is normally liable to be rejected. In the case of Pul. T.B. if the sputum for A.F.B. is negative the request is liable to be rejected.

In case the Cancer is non-malignant and the patient is not under active treatment the request is liable to be rejected.

(2) Original Medical Certificates in all cases should be sent for consideration.

(3) Procedure for applying for Ad-hoc allotment on Medical grounds is at Annexure-IV..

4. The Heads of Presses should examine each application received for ad-hoc allotment and only such applications which are complete in all respects and fulfil the various requirements mentioned in these rules should be forwarded to the Directorate. The application in the prescribed proforma duly complete in all respects, columns not applicable should indicate so, should also be scrutinised carefully and necessary verification, including verification of Ration Card, medical

Certificate, CGHS card. Etc. made before the application is forwarded. The forwarding letter should clearly indicate whether such verifications have been done, whether the hospital from which M.C. has been produced is a Government hospital and if so, whether there are facilities in that Hospital for adequate diagnosis and treatment.

5. Application for ad-hoc allotment which are not on the above lines and which are received in the Directorate will not be considered and returned to the Presses. The Head of Presses may prepare a check list on the basis of these instructions and see that the papers sent to this Office are complete as per check list.

6. There is 5 per cent reservation of vacancies in Press Pool for ad-hoc allotment on medical grounds and physically handicapped cases. The ad-hoc allotment on these grounds are to be made in the next below type, with exception to employees entitled to type I or type II accommodation. A roster is to be kept for ensuring its compliance.

7. Ad-hoc allotment to handicapped persons as a matter of rule should be restricted to ground floor, without restriction of locality in view of their difficulty in living in higher floors.

1. D.Es No. 3/8/71-CDN-II dt. 27-12-76.
2. D. Es Endorsement No. 2/16185/80—CDNII (DIS), dt. 2-1-81.
3. D.O.P. No. 54/15/81-All dt. 28-4-81.
4. D. Es No. 12029(2)80-Pol. II dt. 9-1-86.
5. Dte. Ptg. 54/17/86-All dt. 4-6-86.

Guidelines for allotment on medical grounds

- (i) The guidelines for discretionary allotment of General Pool residential accommodation provide, *inter alia*, that allotment on medical grounds including change of accommodation shall be within the overall ceiling of 5% of vacancies occurring in each type in a year. Subsequently, it was clarified that change of accommodation allowed on medical grounds will not be counted against the ceiling of 5% fixed for discretionary allotment as there is no additional burden on the General Pool in case change of accommodation in the same type from one area/floor to another is permitted on medical grounds.
- (ii) It has been observed that officers, who are not in possession of General Pool accommodation and have restricted their choice of allotment for particular areas, are also seeking change on medical ground and such allotments are not taken into account against the 5% vacancies occurring in each type of accommodation in a calendar year. This is not within the spirit of the guidelines framed vide O.M of even number dated 14.6.1999.
- (iii) The matter has, therefore, been reviewed in this Ministry and the following clarifications are issued :
 - (i) Only those cases of change of accommodation on medical grounds will not be counted towards 5% discretionary quota where the officers are physically in occupation of the same type of accommodation whereas cases of change of accommodation on medical grounds will be counted under 5% quota, where the

officer has technically accepted the offer of allotment on maturity of his turn and applied for change of accommodation in a particular locality.

- (ii) Technical acceptance of accommodation/restriction of areas will not be permitted to an officer, who is offered accommodation on medical grounds. If allotment made on medical grounds is not accepted within the permissible period, the allotment will be liable to be cancelled and the officer will not be considered again for such allotment on medical grounds.
- (iii) Change to ground floor accommodation in central areas/localities on medical grounds will be considered only if the date of priority of the allottee for first or higher floors in the particular area/locality is covered.

(DOE O.M. No. 12035/2/97-Pol. II (pt) dated 3-1-2005)

7(6) Change of accommodation in respect of residence allotted on ad-hoc basis.

In supersession of the earlier instructions on the subject, it has been decided by the Director of Printing that an officer to whom an accommodation is allotted on ad-hoc basis will not be given a change at least for five years from the date of ad-hoc allotment or till his priority date is covered for regular allotment, whichever is earlier. A condition to this effect may be incorporated in all letters of ad-hoc allotment of residential accommodation in the Press Pool. D.O.P. (No. 52/1082-All dt. 15-7-82).

8. Non-acceptance of allotment or offer or failure to occupy the allotted residence after acceptance.

- (i) If an officer fails to accept the allotment of a residence within five days or fails to take possession of that residence after acceptance within eight days from the date of receipt of letter of allotment he shall not be eligible for another allotment for a period of one year from the date of allotment letter.
- (ii) If an officer occupying a lower type residence is allotted or offered a residence of the type for which he is eligible under rule 4 or for which he has applied under rule 6(i)(c) he may, on refusal of the said allotment or offer of allotment, be permitted to continue in the previously allotted residence on the following conditions namely:--
 - (a) that such an officer shall not be eligible for another allotment for a period of six months from the date of the allotment letter for higher class accommodation;
 - (b) while retaining the existing residence he shall be charged the same licence fee which he would have had to pay under FR-45-A in respect of the residence so allotted or offered or the licence fee payable in respect of the residence already in his occupation whichever is higher.

9. Period for which allotment subsists and the concessional period for further retention. (SR-317-B-11)

- (i) An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until :

- (a) the expiry of the concessional period permissible under sub-rule (ii) after the officer ceases to be on duty;
- (b) it is cancelled by the Asstt. Manager (Estates) or is deemed to have been cancelled under any provision in these rules;
- (c) it is surrendered by the officer, or
- (d) the officer ceases to occupy the residence.

(ii) A residence allotted to an officer may subject to sub-rule (iii) be retained on the happening of any of the events specified in column (1) of the Table below for the period specified in the corresponding entry in column (2) thereof, provided that the residence is required for the bona fide use of the officer or members of his family :--

TABLE

Events	Permissible period for retention of the residence.
1	2
(i) Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission.	1 month
*(ii) Retirement or terminal leave	2 months on normal licence fee and another two months on double the normal licence fee
*(iii) Death of the allottee	12 months (now two years)
(iv) Transfer to another Govt. of India Press or Branch or any other Govt. Office	2 months
(v) On proceeding on foreign services in India	2 months
(vi) Leave (other than leave preparatory to retirement, refused leave, terminal leave, medical leave or study leave)	For the period of leave but not exceeding four months.
*(vii) Leave preparatory to retirement or refused leave under F.R. 86 or earned leave	For the full period of leave on full average pay subject to a maximum 180 days in the case of

granted under F.R. 56-j

leave preparatory to retirement and four months in other cases inclusive of the period permissible in the case of retirement.

(viii)	Study leave in or outside India.	(a) In case of the Officer is in occupation of accommodation below his entitlement, for the entire period of study leave. (b) In case the officer is in occupation of his entitled type accommodation, for the period of study leave but not exceeding six months; provided that where the study leave extends beyond 6 months, he may be allotted alternative accommodation, one type below his entitlement, on the expiry of six months or from the date of commencement of the study leave, if he/she so desires.
(ix)	Leave on medical grounds	For the full period of leave.
(x)	On proceeding on training	For the full period of training
(xi)	Temporary transfer in India or transfer to a place outside India.	4 months
(xii)	Deputation outside India.	For the period of deputation but not exceeding 6 months.
(xiii)	Maternity Leave	For the period of maternity leave plus leave granted in continuation subject to a maximum of five months
(xiv)	Transfer to an ineligible office	2 months

* (ii) Substituted vide GI MUA&E No. 12035/(28)/96-Pol. II dt. 19-11-96

(GSR No. 542)

*(iii) Substituted vide GI MUD notification No. 12035/1/92-Pol. II dt. 14-5-1992 (GISR 265)

Explanation :

The period permissible on transfer mentioned against items (iv) and (v) in the Table shall count from the date of relinquishing charge plus the period of leave, if any, sanctioned to and availed himself of by the officer before joining duty at the new office subject to a maximum limit provided under item (vi) or (ix) as the case may be of the said Table.

- (iii) Where a residence is retained under sub-rule (ii) the allotment shall be deemed to be cancelled on the expiry of the admissible concessional period unless immediately on the expiry thereof the officer resumes duty in the eligible Office at that place.
- (iv) Notwithstanding anything contained in sub-rule (ii) or sub-rule (iii) when an officer is dismissed or removed from service or his services have been terminated and Director of Printing is satisfied that it is not necessary or expedient in the public interest so to do, he may require the Asstt. Manager (Estates) to cancel the allotment of the residence made to such officer either forthwith or with effect from such date prior to the expiry of the period of one month referred to in item (i) of the Table below sub-rule (ii) as he may specify and the Asstt. Manager (Estates) shall do accordingly.

Instructions:

(1) Retention of accommodation during combined period of leave preparatory to retirement and Refused Leave.

General Pool Accommodation may be allowed to be retained for the combined period of leave preparatory to Retirement and Refused Leave subject to a maximum period of four months provided the leave is on full average pay.

[D.E. Memo. No. 12033(10)/71-Pol. II. Dated 8-11-71]

(2) Retention of accommodation by officers availing joining time.

Officers on transfer are allowed to retain the (Press Pool accommodation for two months or period of their leave not exceeding four months. Whichever is more. However, in the case of officers availing joining time after the expiry of leave at the station from which transferred, normal licence fee has to be charged for the period of stay at the "old" station and allotment is to be cancelled only after the joining time.

[D.E. Endt. No. 34/1/70-Cdn. 1 dt. 21-3-74]

(3) Regularisation of allotment of residence on reposting

In accordance with the existing orders, regularization of allotment of General Pool residences in the name of unauthorized occupants on his re-posting to the Station at which the accommodation is held is considered subject to fulfillment of certain conditions. The matter has been considered by Government and it has been decided in supersession of all existing orders that in future regularization of the same quarter on reposting may be made only if the following conditions are fulfilled :--

- (i) The officer has reported the fact of his transfer outside within one month of transfer.
- (ii) The officer has sought permission for retention of accommodation as permissible under the Rules and has been allowed such retention.
- (iii) The Officer has been posted back and has joined duty at the station where he has been allowed to retain the accommodation within the period of retention of accommodation allowed.
- (iv) The date of priority of the officer for the type of accommodation has already been covered on the date of his joining duty at the Station where the accommodation is being retained. In case where the accommodation has been sanctioned on ad-hoc basis regularization may be done even though the date of priority has not been covered provided the officer is not a house owning officer and has been reposted within the period of retention allowed.
- (v) All arrears have been cleared.

2. It has also been decided that in case the officer is transferred and joins duty in the Station where accommodation is being retained after the period of retention allowed has expired and the residence is in the unauthorized occupation, the quarter under occupation, should not be regularized. In such case the officer will have to secure allotment in the normal course after the accommodation under unauthorized occupation is vacated and he has cleared all the arrears.

[Dte. of Estates. O.M. No. 12016(2)/80-Pol. II (Vol. III (xxiii), dt. 24th October, 1985

The undersigned is directed to say that as per provisions of SR-317-B-II the permissible period for retention of Govt. accommodation in case of transfer to other station is two months on payment of normal licence fee. Further retention of six months is also admissible on medical/educational grounds on payment of twice the normal licence fee. Damages rate are charged for the period of overstay beyond permissible period, besides eviction of unauthorized occupants under the provisions of the Public Premises (Eviction of Unauthorised Occupants) Act, 1971.

2. Reference have been received from various quarters requesting for regularization of accommodation on re-posting at the last place after the permissible period of eight months is over even

in case the date of priority of the officer, for the type of accommodation occupied, is not covered on the date of re-posting in an eligible organization. As such allottees are required to vacate the accommodation to which they are otherwise entitled to this results in dislocation of the families of the officers concerned.

3. The matter has since been considered by the Government and it has now been decided that where an officer is re-posted within a period of four months beyond the permissible period of eight months, the allotment may be regularized on payment of double the normal licence fee for the intervening period irrespective of the fact that the date of priority of the officer concerned on the date of re-posting is covered or not.

4. All the allotment sections are requested to regularize the allotment on re-posting at the last place accordingly.

5. It has also been decided that action under the PPE Act, 1971 may be initiated immediately after expiry of the retention period permissible under the rules in respect of officers whose retention period is over.

6. These orders are issued in supersession of all previous orders issued regarding regularization of the accommodation on re-posting at the last place of posting.

(D.E. O.M.No.12035/21/95—Pol. II dt. 31-7-2000)

(4) Temporary Transfer—Retention of accommodation

- (i) In the case of a temporary transfer, where such extension beyond the normal period of four months permissible under SR-317-B-11 (Rule 9) is sought strictly in public interest i.e. where the officer concerned is given the impression that his transfer or deputation is for a short spell and where that is extended by the Ministry/Department concerned by short periods, individual cases are to be examined on merit and question of grant of extension in relaxation of the relevant provisions of SR-317-B-11 under provisions of SR-317-B-25 (Rule 22) considered and cases put up to Joint Secretary Incharge of Directorate of Estates. (In Directorate of Printing such cases are to be put up to Joint Secretary, Incharge of Directorate of Printing).
- (ii) The normal licence fee under F.R. 45-A is to be charged if it is decided to allow extension vide (i) above for the entire period.

(Dte. of Estates Memo No. 32/9/63-CDN I dt. 4-12-76]

(5) Retention of residential accommodation by Officer proceeding on deputation outside India—Provision in the terms of deputation

In case Officers, in occupation of General Pool accommodation and proceeding on deputation outside India, the concerned authorities are required to make the following provision in the terms of deputation of such officers.

“the officer proceeding on deputation outside India could retain the general pool residence, if any, already allotted to him for the bonafide use of the members of his family for period not exceeding six months on payment of normal Licence Fee under FR 45-A and that should be happen to retain the residence for any period in excess of the prescribed limit, he shall be liable to pay damages for the entire

period of overstay (i.e. beyond the permissible concessional period of six months). Besides, eviction proceedings as provided under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 would also be taken against him.”

[Dte. of Estates, Memo. No. 15(3)/68-Cdn. Dated 21-5-68].

(6) Retention of accommodation by those becoming ineligible due to revision of entitlements

Consequent upon the revision of entitlement for a particular type of accommodation, an officer becomes ineligible for the type of accommodation in his occupation. It has been decided that an officer who is already an allottee of a residence, would not be required to shift to a lower type of residence merely because of his becoming ineligible for the type of residence in his occupation on the basis of the revised entitlement. He will be permitted to continue in that residence on payment of normal licence fee. As for change, such allottee would not however, be allowed this facility.

Such an officer who specifically applies for a lower type of accommodation on the basis of his/her revised entitlement, may be allotted accommodation of a lower type.

[Dte. of Estate, O.M. No. 12033(2)/75-Pol. II dt. 3-5-75]

(7) Medical certificates from private medical practitioners

Medical certificates from private medical practitioners with qualifications such as A.M.P.S.; M.A.M.S.; B.I.M.S.; etc. should not be accepted for granting retention of Government accommodation beyond the concessional period and for change of accommodation.

(Dte. Memo No. 35/11/72-CDN-I Date 31-8-74.)

(8) Officers owning houses not allowed retention

Retention of accommodation to retiring/retired officers owning houses should not be allowed.

(i) Memo No. 12033(7)/75-Pol. II dt. 22-10-75 read with Memo of even number dated 7-11-75

(ii) Memo No. 12031(12)/78-Pol. II dt. 1-9-78.

(9)-A Retention of General Pool residences on Medical, Educational grounds, etc.

(1) In cases where retention of general pool residences beyond the normal period permissible under S.R. 317-B-11 (Rule 9) is sought on grounds of personal convenience of the allottee officer concerned, permission to retain the residence under S.R. 317-B-22 (Rule 19) may be granted for the special reason involving (i) serious illness where one or the other member of the family cannot be moved on medical advice or (ii) where one or more children are to take a final examination within the period of extension.

(2) As per the provisions of SR 317-B-11 (2), an allottee can retain the Government accommodation for a period of two months on payment of normal licence fee and further two months on payment of twice the normal licence on retirement/terminal leave for the bona fide use of the allottee. No further retention is permissible either on educational or medical grounds.

(3) The matter has been reconsidered in the light of the representations received and it has now been decided by the Government that further retention of two months on payment of four times the normal licence fee and subsequent two months on payment of six times the normal licence fee shall also be permissible on medical/educational grounds. Such retention shall be permissible under the provisions of SR 317-B-22 which is being amended simultaneously. The allottee will be required to apply for retention of Government accommodation on medical/educational grounds before the expiry of the initial

period of four months, duly supported by documentary proof, along with the Bank Draft, in favour of Assistant Director (Cash), Directorate of Estates, in respect of licence fee.

(4) These orders will take effect retrospectively from 1st January, 1997. The cases where retirement has already taken place prior to the date of issue of this O.M. will, however, continue to be governed by the earlier provisions of the rules.

(5) In case the house is not vacated immediately upon the expiry of the maximum retention period of 8 months, the Allotment Sections should file application in the prescribed pro forma for initiating eviction proceedings, while at the same time intimating the allottee to vacate the accommodation forthwith and also enforcing recovery of damages rate of licence fee from him for the unauthorized period of retention. The Allotment Section will also maintain a separate register in respect of officers who retire from a Government service and the register will be submitted to Deputy Director concerned once a month.

(6) All Ministries/Departments are requested to bring these provisions to the notice of all concerned.

(D.E. Memo No. 32/9/63-CDN/ Dated 9-9-65 read with DE O.M. No. 12035/28/96—Pol. II (Vol. I) dt. 29-10-1997 and 2-2-1998)

(9)-B Payment of advance licence fee by those seeking retention of accommodation

Retention of accommodation under S.R. 312-B-22 (Rule 19 of Press Allotment Rules) on medical/educational grounds to retired Govt. servants/families of deceased Govt. Servants etc. should be granted, if necessary, provided the requisite certificates are valid for the period. Further, each such request for retention of accommodation beyond the period permissible under the rule is to be accompanied with advance payment of licence fee through Bank Drafts only at double the rates of standard licence fee under F.R. 45-A or pooled standard licence fee under FR 45-A whichever is more. In case the permission for retention, as requested, is granted the Demand Draft would be got encashed and adjusted in the accounts of the Govt. servant concerned. In case it is found that permission is not to be granted for certain reasons, the said Demand Draft would be returned after the quarter is vacated by the retired Govt. Servant/family of the deceased Govt. servant and all the dues are paid by him. If the request is not accompanied with the aforesaid Bank Draft the request should not be entertained at all.

[DE Memo No. 3/3/76-RCS dated 23-6-77]

(9)-C. Retention of premises after cancellation

The permission for retention of general pool residences after their allotments are cancelled or deemed to have been cancelled should be granted only on the condition that the officer/party concerned pay off the arrears of licence fee in respect of the accommodation.

(D.E. No. 32/13/63-CDN dt. 6-2-68).

10. Provisions relating to Licence fee (S.R.-317-B-12)

(1) Where an allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of occupation or the eighth day from the date of receipt of the allotment, whichever is earlier.

An officer who, after acceptance, fails to take possession of that accommodation within eight days from the date of receipt of the allotment letter shall be charged licence fee from such date up to a period of twelve days, provided that nothing contained herein shall apply where the Central Public Works Department certifies that the accommodation is not fit for occupation and as a result thereof the officer does not occupy the accommodation within the period aforesaid.

(2) 'Where an officer, who is in occupation of a residence, is allotted another residence and he occupies new residence, the allotment of former residence shall be deemed to be cancelled from the date of occupation of the new residence. After such date of occupation, he may, however, retain the former residence on payment of normal licence fee therefore, for a period of 15 days for shifting to the allotted accommodation in change.

Provided that if the former residence is not vacated within 15 days, the officer shall be liable to pay damages for use and occupation of said residence furniture and garden charges as may be determined by Government from time to time with effect from 16th day from the dated of occupation of the new residence.'

(3) If an officer occupying a lower type residence has given his option in his application made under Rule 5 to retain the said residence, the provisions contained in sub-rule (2) shall not apply to him during the period for which such an option has been given.

“Notified vide No. 52/31/88-A4 dt. 19-10-89. (Inserted vide DOE Latest Rules)

11. Personal liability of the officer for payment of licence fee till the residence is vacated and furnishing of surety by temporary officers. (SR-317-B-13)

- (i) The officer to whom a residence has been allotted shall be personally liable for the licence fee thereof and for any damage beyond fair wear and tear caused thereto or to the furniture, fixtures, or fittings or services provided therein by 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 in these rules, until the residence along with the out houses appurtenant thereto have been vacated and full vacant possession thereof has been restored to Government.
- (ii) Where the Officer to whom a residence has been allotted is neither a permanent nor a quasi permanent Govt. servant, he shall execute a security bond in the form prescribed in this behalf by the Central Govt. with a surety, who shall be a permanent Govt. servant serving under the Central or State Govt. for due payment of licence fee and other charges, dues from him in respect of such residences and services and any other residence provided in lieu.
- (iii) If the surety ceases to be in Govt. service or becomes insolvent or withdraws his guarantee or ceases to be available for any other reason, the officer shall furnish a fresh bond executed by another surety within thirty days from the date of his acquiring knowledge of such event or fact; and if he fails to do so, the allotment of the residence to him, shall, unless otherwise decided by the Assistant Manager (Estates) be deemed to have been cancelled with effect from the date of that event.

Instructions**11(1) Rent Free Accommodation:****(Since discontinued vide O.M. No. 52/2/99- A.IV dt. 19-8-2002)**

The following officers have been provided rent free accommodation, subject to review from time to time.

	Name of officer & designation		No. of posts	Period upto which concession is to be allowed
1.	Govt. of India Press, Nasik	Manager	1	Upto 31-12-88, or next review whichever is earlier.
2.	Govt. of India Press, Minto Road, New Delhi.	G/Manager	1	--do--
3.	Govt. of India Press, Aligarh.	Manager	1	--do—
4.	Govt. of India Press, Faridabad.	Manager	1	--do--
5.	Govt. of India Press, Shimla	Manager	1	--do—
6.	Govt. of India Press, (Forms Unit), Santragachi.	Manager	1	--do--
7.	Govt. of India Press, Koratty.	Manager	1	--do—
8.	Govt. of India Press, (Publication Unit). Santragachi.	Manager	1	--do--

9.	Govt. of India Press, Ring Road, New Delhi.	Manager	1	--do--
10.	Govt. of India Press, Coimbatore.	Manager	1	--do--
11.	Govt. of India Press, Nilokheri.	Manager	1	--do--
12.	Govt. of India Press, Temple Street, Calcutta.	Manager	1	--do--
13.	Govt. of India Text Book Press—Chandigarh.	Manager	1	--do--
14.	Govt. of India Text Book Press,--Bhubaneswar.	Manager	1	--do--
15.	Govt. of India Text Book Press,--Mysore.	Manager	1	--do--
16.	Govt. of India Photolitho Press, Faridabad.	Manager	1	--do--
17.	Govt. of India Patent Printing Press, Bombay. (as Head of Press)	Dy. Manager	1	--do--

11(2) Review of cases in which rent free quarters or reduced rents have been sanctioned

The concession has been granted in the past in the following cases :--

- (i) Where an officer is required to reside at the office premises for the proper discharge of duty.
- (ii) Where the pay scale of the grade or class or the pay of isolated posts has been deliberately fixed in consideration of the fact that Govt. quarters would be provided rent free, and

(iii) Where but for the grant of the rental concession, a higher scale of pay or a special pay or a compensatory allowance of some kind would have to be granted.

2. The Central Pay Commission have recommended that in cases of future recruits the concession should be definitely restricted to categories who fully satisfy the general conditions prescribed and that there should be no departmental exceptions in the matter of rent free benefits which are at variance with the accepted policy. This recommendation contains a suggestion that existing incumbents of posts, which do not satisfy the prescribed conditions, should be protected and to this extent it comes into conflict with the system of periodical revision of these concessions. It has, therefore, been decided in consultation with the Ministry of Finance that after conducting a comprehensive review in the light of the recommendation of the Central Pay Commission, all concessions, which are not justified, should be withdrawn after giving reasonable notice, say not less than a month.

[M/o W&H O.M. No. 3765-WIII/49 dt. 30th Nov., 1949]

Order/Instruction stopping the facility of rent free accommodation to heads of Presses

The question of extension of facility of rent free accommodation to heads of Presses w.e.f 1.1.2001 was under consideration in consultation with the M/o Finance (D/o Expenditure) as was intimated vide this Dte. of Printing's O/M No. 52/2/99-A.IV(Pt.) dated 20.9.01 and 16.4.02. The Ministry of Finance have not agreed to extend the facility of rent free accommodation to the Heads of Govt. of India Presses from 1.1.2001 on the ground that recruitment Rules for the post of Manager/Heads of Govt. Presses under this Directorate do not provide for rent free accommodation and it is not a part of service condition. In other words, the Heads of GIPs are now not eligible for rent free accommodation since 1.1.2001. All the Heads of the Govt. of India Presses as mentioned in the enclosed list who were enjoying this facility till 31.12.2000 as per DOP's O.M. No. 52/3/93-A.IV dated 9.12.98 are directed to pay licence fee of the accommodation occupied by them since 1.1.2001 and also necessary steps may be taken to recover the licence fee from 1.1.2001 onwards under intimation to Dte. of Printing. In case no licence fee is fixed in respect of the said accommodation, CPWD may be consulted for fixing the licence fee as per rules.

This issues with the approval of the O/M Urban Development & Poverty alleviation.

(DOP No. 52/2/99-A.IV Dt. 19.8.2002)

11(3) Grant of Rent Free Concession :

In continuation of this Ministry's Office Memo No. 3765-WIII/49, dated the 30th November, 1949, the undersigned is to say, that in conducting the comprehensive review as suggested at the end of paragraph 2 of the said Office Memo. Only criterion which should be taken as justifying the grant of rent-free concession, is the obligatory stay of the incumbent at his office premises for the proper discharge of the official duties. This criterion should also be applied in cases where the concession was granted in the past, under condition stated at (ii) & (iii) of paragraph 10 of the Office Memo. Dt. 30-11-49, except in the cases where the pay of the individual has been fixed after taking into consideration the fact that Govt. quarters would be provided to him rent-free and he has not elected the scales of pay fixed on the recommendation of the Central Pay Commission.

(M/o Works, Mines and Power O.M. No. 5219-WIII/50, dt. 4-8-50)

11(4) Review of concession regarding rent-free quarters or recovery of rent at reduced rates

The undersigned is directed to refer to this Ministry Office Memo No. 3765-W.III/49, dated the 30th November, 1949 and No. 5219-WIII/50 dated the 4th August, 1950 laying down that the criterion for the grant of rent-free concession will be the obligatory stay of the incumbent at his office premises for the proper discharge of official duties. The position has been reviewed in the light of the observations made by the Second Pay Commission in this regard and it has been decided, with the concurrence of the Ministry of Finance, that where for the efficient discharge of duties, it is necessary that an employee should live on or near the premises where he works, it would be desirable that he should be provided with a Govt. residence. But the residence should be rent free or rent recovered at reduced rates only if the nature of his duties or conditions under which they have to be performed are such that a higher scale of pay or special pay etc. would be granted but for the concession of rent-free house or recovery of rent at reduced rates. It has also been decided that this concession should, in future, be allowed only with the concurrence of the Ministry of Finance in each case.

(M/o W&H O.M. No. 12/11/60/Acc. I dated the 2nd August, 1960)

11(5) Review of cases in which rent free or reduced rent concession has been sanctioned

The Govt. of India have considered the matter further and have decided that a quinquennial review of rent free cases should be made in future, so as to determine whether the continuance of the concession is justified in the then prevailing circumstances.

(M/o W&H No. 12/83/60-Acc. I dated 12-10-65)

11(6) Withdrawal of concession of rent free accommodation—Group ‘D’ employees.

Prior to 1-10-1952 Group ‘D’ employees were allotted accommodation on rent free basis. Licence fee in respect of Govt. accommodation allotted to Group ‘D’ employees from 1-10-1952 onwards has to be recovered.

(Works & Housing O.M. No. 7712-W 11/52 dated 4-10-1952)

11(7) Subsistence of rent free accommodation—Group ‘D’ employees.

Concession admissible vide O.M. dated 4-10-1952 would be admissible to the Class IV employees so long as they continue to occupy the same residence or another residence having the same or lower living area. Further, the concession will be discontinued if such a Government servant is promoted from Class IV to any post in Class III.

[Works, Housing & Supply O.M. No. 12/11/60-Acc. (II) dated 2-8-60]

11(8) Restoration of concession of rent free accommodation to Group ‘D’ employees.

In the case of Group ‘D’ employees entitled to rent free accommodation prior to 1st October 1952, promoted to Group ‘C’ posts and reverted subsequently after some time, the rent free concession to such employees should be restored from the date such employees are reverted to Group ‘D’ posts.

(D.E. O.M. No. 18016(2)/70-Pol. I dated 16-11-70).

11(9) Retention of residential accommodation by rent-free allottees.

(1) An Officer in occupation of accommodation on licence fee free basis (other than reserved rent-free accommodation) is permitted to retain the accommodation as under on the happening of the following events :--

- | | | |
|-------|--|---|
| (i) | During the period of Leave (other than maternity leave). | 1 month subject to the condition that the officer is likely to return to the same post from which he proceeds on leave on free of licence fee. Usual licence fee is to be charged thereafter. |
| (ii) | Maternity leave to female Govt. servants. | Entire period of maternity leave provided the accommodation is not required for the substitute and she is likely to return to the same post from which she proceeds on leave. |
| (iii) | Transfer from one station | 15 days on licence fee free basis. Thereafter on payment of licence fee under FR 45-A subject to the maximum period of two months from the date of handing over of charge. |
| (iv) | Death | One month on licence fee free basis and thereafter on payment of licence fee under FR 45-A for a further period of three months. |
| (v) | Dismissal, removal or retirement. | One month free of licence fee. |
| (vi) | Resignation | Ceases to be entitled to rent-free accommodation from the date of resignation |

2. In the case of officers in occupation of reserved accommodation on free of licence fee the allotment subsists only for the period the officer holds the post.

(Min. of W & H Memo No. 2/52/64-Acc. I Dt. 20-3-65)

11(10) Retention of Government accommodation allotted free of rent to Government servants in the event of leave, transfer, death resignation etc.

The orders contained in this Ministry's Office Memoranda No. W.II. 82(8)/53, W.II(27(2)/55 and 2/213/59-Acc. Dated the 28th May, 1954, 24th November, 1955 and 25th May, 1960 respectively provide that :--

- (i) An Officer allotted residential accommodation on rent-free basis may be allowed to retain the residence free of rent while on leave upto a maximum period of one month subject to the condition that he is likely to return to the same post from which he proceeds on leave. Where, however, the period of leave granted to such an Officer exceeds one month and the Officer concerned is permitted to retain the residence by the competent authority during such period, usual rent in accordance with rules in force shall be recovered for any period of leave exceeding one month.
- (ii) A female Officer who has been allotted residential accommodation free of rent may be permitted to enjoy the rent free concession during the entire period of maternity leave provided that the accommodation is not required for the substitute, if any engaged during the absence on leave of the officer concerned and she is likely to return to the same post from where she proceeds on leave.
- (iii) On transfer from one Station to another, the officer may be allowed to retain the residence, free of rent for period of first 15 days, and thereafter on payment of rent under Fundamental Rule 45-A but not exceeding two months from the date of handing over the charge.
- (iv) In the event of death of the Officer, his family may be allowed to retain the residence, free of rent for a period of one month from the date of the Officer's death, and thereafter for a further period of 5 months on payment of rent under Fundamental Rule 45-A.
- (v) On resignation rent free concession to the Officer will cease from the date of resignation. However, in the case of dismissal or removal or retirement from service, he may be allowed to retain the residence for a period of one month, free of rent.

2. The retention of residence in cases mentioned above is to be allowed only if the same is required for the bonafide use of the officer or his family as the case may be and the residence can be conveniently spared by the competent authority.

3. A question has been raised if allottees of reserved residences could as well be allowed to retain the accommodation after handing over charge. The position is that a reserved residence is intended for occupation by the Officer who actually holds the post. He is not to retain it during the period of leave unless the competent authority permits him to do so. The allotment subsists only during the period of incumbency and immediately on charge of incumbency, the successor incumbent becomes the allottee of the residence in question. It will, therefore, normally be necessary for the successor incumbent to occupy the residence immediately after taking over. If not withstanding these considerations, a reserved residence can be made available to the out-going incumbent of the post or his family, the Govt. of India have decided that the concessional periods mentioned in the preceding para may be allowed by the competent authority to the allottee of the reserved residence in similar contingencies irrespective of the fact whether the allotment is on rent free basis or on rent paying basis provided that it is not detrimental to the interest of the new incumbent of that post and the accommodation can be conveniently spared and it does not involve any loss of revenue or extra cost to the Government. The administrative Ministry/Department of the Govt. of India will be competent authority for this purpose.

4. This issue with the concurrence of the Ministry of Finance (Estates) vide their U.O. No. 4900-Estate/64, dated the 13th October, 1964.

(M/o W&H O.M. No. 2/52/64-Acc. I dt. 20th March, 1965).

11(11) Retention of Government accommodation on rent free basis during the period of leave.

According to the orders contained in para 2 of the Ministry of Works and Housing O.M. No. 2/52/64-Acct. I dated the 20th March, 1965 circulated under this Office Endorsement No. 8/12/65-All dated the 26th April, 1965 officers in occupation of reserved residences on rent free basis cannot retain the accommodation on rent free basis during the period of leave because it is necessary for the successor incumbent to occupy the residence immediately after taking over. However, the competent authority could permit the Officer proceeding on leave to retain the accommodation if it is not detrimental to the interest of the successor incumbent and further if it does not involve any loss of revenue or extra cost to the Govt. upto a maximum period of one month and thereafter on payment of rent according to rules. Thus in the case of Govt. of India Presses, when a Manager who has been in occupation of reserved residence, on rent free basis proceeds on leave, the successor would become entitled to rent free concession during the period of officiation. Consequently, in terms of the orders contained in the O.M. referred to above, the Manager cannot retain the accommodation except on payment of rent according to rules.

2. Instances have come to the notice of this office where officers in occupation of reserved residences on rent free basis have retained the accommodation without the permission of the competent authority during the period of leave and have later on approached for regularisation. As this is against the standing orders of the Govt. of India, officers in occupation of the reserved residences on rent free basis may be advised to make their own arrangement regarding residential accommodation and vacate the Govt. accommodation before proceeding on leave. If, however, due to some accentuating circumstances they wish to retain the Govt. accommodation and the same is not required for their successors, they should apply for the same well in advance before proceeding on leave and invariably obtain prior permission of the Director of Printing before availing of the concession.

3. According to the orders contained in Ministry of Works, Housing and Supply O.M. No. 12/11/60-Acc. I dated the 2-8-1960 circulated to Govt. of India Presses/Branches vide Memo. 7/72/60/C dated the 14th September, 1960, rent free concession is admissible only in cases where the nature of duties and the conditions under which they have to be performed are such that the higher pay or special pay would be granted but for the concession.

(DOP No. 7/93/66-AI dt. 6-11-67)

11(12) Retention of rent free accommodation on retirement.

In view of the clear instructions contained in the then Ministry of Works & Housing O.M. dated 20th March, 1965 on retirement from service allottee can be allowed to retain the residence occupied on rent free basis for a period of one month free of rent. However, in view of the instructions contained in Rule 9, an officer on retirement can be permitted to retain Govt. accommodation for a period of 4 months from the date of his retirement for the bonafide use of his family or himself. Reading together the provisions contained in Rule 9 and the instructions contained in O.M. dated 20th March 1965 quoted above an officer who has been allotted rent-free accommodation after his retirement can be allowed to retain the same for one month on rent free basis and for further three months on payment of licence fee under FR-45-A (Now flat rate of licence fee).

(Dte. of Ptg. O.M. No. 52(24)/88-A. V/A/IV dated 3-10-89).

11(13) Recovery of Water and Conservancy charges etc. from Group 'D' employees in occupation of rent free accommodation.

The employees allotted general pool accommodation free of payment of licence fee are required to pay the following charges :-

- (1) Water and conservancy charges at fixed rates in respect of houses not provided with independent water meters and where charges for bulk consumption are paid by the CPWD.
- (2) Fire and scavenging charges at 1.2 per cent of the pooled standard rent under F.R. 45-A of the houses in respect of residences in the jurisdiction of Municipal Corporation.
- (3) Licence fee for the residence under F.R. 45-A for the period of leave exceeding one month.
- (4) In case of Group 'D' employees they become liable to pay licence fee if they are promoted to Group 'C' post given a change to a higher type of accommodation.

With a view to avoiding delays in finalization of final accounts of employees concerned, it has been decided, in consultation with the Ministry of Finance, that the recoveries on account of items 1 to 3 above from rent free allottees of Govt. accommodation should be made and accounted for directly by the concerned disbursing officer with effect from 1-3-1973.

(D.E. Memo No. 2/14/68-RCS dated 22-1-73).

11(14-A) Retention of general pool accommodation/allotment of alternative general pool accommodation to civilian Central Government employees posted to State and Union Territories of North-Eastern Region.

The Ministry of Finance (Department of Expenditure) have in their O.M. No. 20014/3/83-E.IV dated 14-12-1983, issued order regarding various allowances and facilities admissible to Civilian Central Government employees serving in the States of Assam, Meghalaya, Manipur, Nagaland and Tripur and the Union Territories of Arunachal Pradesh, Mizoram and Andaman and Nicobar Islands. The question of granting permission for retention of general pool accommodation or allotment of alternative general pool accommodation to such officers who are posted to the aforesaid States/Union Territories and who desire to keep their family at the last station of posting has been considered and the President is pleased to decide as follows :-

- (a) In the case of an officer, who may be in occupation of accommodation up to Type 'E' in the 'General Pool' at the last station of his posting, alternative accommodation of one type below to the type of accommodation he was occupying in the same or nearby locality or Hostel accommodation, as may be available, may be offered to him if he requests for retention of accommodation for the bona fide use of the members of the family. However, if such an officer was in occupation of ever, if such an officer was in occupation of Type 'B' accommodation, he may be permitted to retain the same accommodation. For an officer, who may be in occupation of Type-EI and above, alternative accommodation in Type E may be provided.
- (b) The accommodation offered for retention as indicated in (a) above will be subject to recovery of licence fee at the rate of 1-1/2 times the standard licence fee as defined

under F.R. 45-A for the accommodation offered or 15 per cent of the emolument's drawn by him as defined under F.R. 45-C on the date of his transfer, whichever is less, for the period beyond the permissible period for retention of the residences under S.R. 317-B-11 (2).

- (c) It is obligatory for the officer desiring retention of Government accommodation at the station of his last posting to accept the alternative accommodation offered to him, failing which the above concession will be withdrawn and the provision of the Allotment of Government Residences (General Pool in Delhi) Rules 1963, will apply, with regard to the Government accommodation in his occupation immediately before his posting to any of the aforementioned States/Union Territories.
- (d) The request for retention of accommodation/allotment of alternative accommodation should reach the Directorate of Estates within one month of his relinquishment of charge at the last station of his posting.
- (e) It is the responsibility of the officer concerned to intimate to the Directorate of Estates, the date of relinquishment of charge immediately prior to his posting in the North-Eastern Region, the date of joining the new post of the North-Eastern region and the date of handing over charge in that Region. The concerned office will also ensure that such intimation is sent to the Directorate of Estates within one month of the event.
- (f) The facility of retaining allotment of Government accommodation in the previous station will also be available, if the Government servant is transferred from one State/Union Territory to another within the North-Eastern Region.

(2) These orders are in supersession of the orders contained in this office O.M. No. 12035(24)/77-Pol. II, dated 30-6-1978, except in so far as officers who are sent on deputation to the State of Sikkim and the Union Territory of Lakshadweep are concerned.

(3) These orders will take effect from 1st November, 1983 and will remain in force for a period of three years up to the 31st October, 1986.

(4) All officers, who are covered by these orders and who are either retaining general pool accommodation or want alternative accommodation at their earlier place of posting may apply within a period of one month from the date of issue of these orders to the Directorate of Estates/Regional office concerned for the purpose.

(5) In so far as the accommodation controlled by other Ministries/Departments such as Railways, Defence, P&T etc. are concerned, the concerned Ministry will issue separate orders.

(G.I Min. of Works and Housing O.M. No. 12035(24)/77-Pol. II, dated 15-2-1984).

11(14-B) Allotment of alternative general pool accommodation to Civilian Central Government employees posted to States and Union Territories of North-Eastern Region.

The undersigned is directed to refer to this Directorate's office Memorandum of even number, dated 15-2-1984 on the above subject and to state that the President is pleased to decide that the orders

contained in the above mentioned O.M. will also, mutatis mutandis, apply to civilian Central Government employees posted to Lakshadweep.

(2) These orders supersede the orders contained in the O.M. No. 12035(24)/77-Pol. II 30-6-78, in so far as the Union Territory of Lakshadweep is concerned.

(3) These orders will take effect from 1st march, 1984.

(4) Those officers who come within the purview of these orders may apply to the Directorate of Estates/concerned Regional Offices within three months from the date of issue of these orders.

(5) In partial modification of para 4 of O.M. dated 15-2-1984, referred to above, it has also been decided that the officers covered under that O.M. may also apply within three months (Instead of one month) from 15-2-1984.

(6) An application form in which request may be made to the Directorate of Estates/Regional Office, is enclosed.

(G.I. Ministry of Works & Housing, O.M. No. 12035(24)/77-Pol. II dated 2-6-1984).

Application form for allotment of general pool accommodation in respect of civilian Central Government employees posted to the States of Assam, Meghalaya, Manipur, Nagaland and Tripura and Union Territories of Arunachal Pradesh, Mizoram, Andaman & Nicobar Islands and Lakshadweep.

Sir

I relinquished charge of my previous posting as.....(Designation), Ministry/Office.....(Name of office) at.....(Name of station on(date) and have joined on (date) as (designation) in the office of Name of State/Union Territory). I am an allottee of general pool accommodation and desire to keep my family at the last station of posting I may, therefore, be allotted alternative general pool accommodation as per orders for the bona fide use of the members of my family, Necessary particulars are furnished below.

- (1) Details of general pool accommodation at present occupied.....
 - (a) Type
 - (b) Full postal address
- (2) Emoluments drawn (as defined under F.R. 45-C including C.C.A.) on the date of transfer.
- (3) Preference for the colony where alternative accommodation is required.
- (4) Please indicate whether hostel accommodation is required. If so, where?
- (5) Has the request been made within one month of relinquishing of charge at the last station of posting?

(6) Full name and postal address of the person nominated by you who will convey acceptance, on your behalf, of allotment and take possession of the alternative accommodation. (A copy of the nomination letter may please be sent by you to nominee also). A copy of the allotment letter will also, be endorsed to your nominee.....

(7) Name and full postal address of the person who shall deposit licence fee.....

(2) As soon as I am transferred from the State/Union Territory mentioned above, I undertake to inform the Directorate of Estates/Regional office concerned about such transfer, within 15 days of such transfer.

Signature

Name

Designation.

Forwarded to the Directorate of Estates/Estates Manager/Assistant Estate Manager.

Signature

Name

Designation

11(14-C) Allowance and facilities for civilian employees of the Central Government serving in the State and Union Territories of north-Eastern Region—Improvements thereof

The undersigned is directed to refer to para 5 of the Ministry's O.M. No. 200114/3/83-E. IV dated the 14th December, 1983, on the subject noted above, and to state that the question of payment of House Rent Allowance to Central Government Civilian employees who are posted in the States of Assam, Meghalaya, Manipur, Nagaland, and Tripura and the union Territories of Arunachal Pradesh, Mizoram and Andaman & Nicobar Islands has been considered and the President is pleased to decide as follows:--

- (a) Central Government employees who were in occupation of hired private accommodation at the last station of posting before transfer to any of the States/ Union Territories mentioned above may be allowed to draw House Rent Allowance admissible to them at that station.
- (b) Such Central Government Civilian employees may also be allowed to draw, in addition to (a) above, House Rent allowance at the rates admissible at the new placed of posting in the aforesaid States/Union Territories in case they live in hired private accommodation.
- (c) The benefits mentioned in (a) & (b) above will also be admissible to Central Government employees who get transferred from one station of a State/Union

Territory of the North-Eastern Region to another State/Union Territory of the North-Eastern Region mentioned above.

2. These orders will take effect from 1st November, 1983 and will remain in force for a period of three years up to 31st October, 1986.

[G.I.M.F. O.M. No. 11016/1/E. II(B) 84, dated 29-3-1984]

Application to Lakshadweep also—The orders contained in the above O.M. will also mutatis mutandis apply to the Central Government employees posted in Lakshadweep, from 1st March, 1984.

[G.I.M.F. O.M. 11016/1/E. II(B)/84, dated the 21st May, 1984]

11(15) Retention of general pool accommodation/allotment of alternative general pool accommodation to Civilian Central Government employees/All India Service Officers posted to State/Union Territories of North-Eastern Region, Andaman and Nicobar Islands and Lakshadweep.—Licence fee to be charged during the period of joining time

According to the existing orders, Central Government officials and certain categories of officers of All India Services when posted to State/Union Territories in the North-Eastern Region, Andaman and Nicobar Islands and Lakshadweep are allowed retention of accommodation or are allotted alternative general pool accommodation on payment of 1^{1/2} times the standard licence fee or 15% of the emoluments drawn on the date of the transfer whichever is less.

2. A question has been raised as to the quantum of licence fee that has to be charged from officers during the period of joining time on re-posting to the earlier station after completion of their tenure in the North-Eastern States/Union Territories etc. It has been decided in consultation with the Finance Division that for such period of joining time the official may be charged the same amount of licence fee that they have been paying during the period they were retaining the accommodation while working in States/Union Territories concerned, Andaman Nicobar Island and Lakshadweep.

(Dte. of Estates O.M. No. 12035(24)/77-Pol. II(Vol. III) dt. 16-11-87.

11(16) Fixation of flat rate of licence fee for residential accommodation under Central Government all over the country—Recommendations of the Fourth Pay Commission

(a) (From 1-7-1987):--The matter relating to fixation of flat rate of licence fee for Government accommodation has been considered by Government and the recommendation of the Fourth Pay Commission for fixation of flat rate of licence fee for residential accommodation all over the country has been accepted. The relevant provisions of the Fundamental Rules and the Supplementary Rules have also been amended for the purpose of fixation/recovery of flat rate of licence fee and for its revision every three years. Copies of the notifications published in the Gazette of India amending F.R. 45-A and SR-324 are enclosed (Annexure I & II). (Not printed—amendments since carried out).

(2) In terms of FR-45-A. IV (c)(ii) it has been decided by the Central Government to prescribe the flat rate of licence fee for the residential accommodation available in General pool and also under various Ministries/Departments of Government of India all over the country except in respect of sub-standard/unclassified accommodation of Ministry of Defence, accommodation for service personnel/officers of Ministry of Defence and accommodation under the control of the Ministry of

Railways. The flat rate of licence fee for different types of accommodation fixed by Government is indicated in the statement. The formula for calculating the living area of the accommodation is indicated in Annexure IV. For common services/conservancy and for fire tax and scavenging tax payable for residences, no additional charges are to be recovered. The flat rate of licence fee is to be recovered with effect from 1-7-87 i.e. from the salary for the month of July, 1987.

Clarification—Common services would include stair-case light, common light charges in multi-storeyed buildings, conservancy charges in hostels, etc. In other words, only licence fee plus water charges where water meters have not been installed, garden charges and charges on account of furniture, electrical appliances, etc., wherever issued are to be recovered from the allottees.

[G.I. Dir. Of Estates, O.M. No. 12035/1/85-Pol. III dated 8-2-1990]

It has also been decided that no additions/alterations of structural character may be carried out in residences at the request of the allottees. Such additions/alterations, if considered necessary, may be carried out in all similar residences in a standardized manner and no additional licence fee or charges may be recovered from the allottees for such additions/alterations.

Normally, water and electricity charges are payable by the allottees to the local bodies. Where, however, such charges cannot be recovered from the allottees due to non-availability of separate meters, etc. this will continue to be recovered by the Government from the allottees. Similarly, charges on account of issue of furniture, electrical appliances, air-conditioning appliances etc. would also be recovered from the allottees, if issued.

The living area of quarters indicated in Annexure-III has been assessed on the basis of the living area of the bulk of General pool quarters as these quarters have been constructed over a long period of time. However, there may be cases where the living area of the quarters may be slightly less than the minimum specified for the relevant type of slightly more than the maximum specified. In such cases, licence fee may be recovered on the basis of the classification of the types of accommodation and based on the lowest or highest rates depending on the lower living area or higher living area of the quarter and in such cases, the licence fee may be fixed on a provisional basis and such anomalies brought to the notice of the Directorate of Estates indicating the type of accommodation, plinth area, living area, year of construction and number of rooms available, etc. so that such cases can be considered and decision taken.

[M/o U.D. D.E. O.M. No. 12035(1)/85-Pol. II Vol. III(i) dated 7-8-1987].

(b) **From 1-4-2001**.—It has been decided to revise the flat rate of Licence Fee recoverable for residential accommodation available in General Pool and also under various Ministries/Departments of the Government of India throughout the country (except in respect of sub-standard/unclassified accommodation of Ministry of Defence, accommodation for service personnel of the Ministry of Defence and accommodation under the control of Ministry of Railways), as shown in Annexure-I.

2. The revised rate of licence fee would be effective from 1-4-2001. All the Ministries/Departments are requested to take action to recover the revised Licence Fee in accordance with these orders in respect of accommodation under their control all over the country.

3. This issues with the approval of Ministry of Finance, Department of Expenditure *vide* their I.D. No. 19(27)/01-E. II(B), dated 26-4-2001.

[G.I. M.U.D. & Poverty Alleviation, Dte. of Estates O.M. No. 18011/2/2001-Pol. III, dated the 10th May, 2001.]

Prescribed flat rate of monthly licence fee applicable throughout the country based on the cost of construction and plinth area living area of the type of accommodation allotted to the employees subject to the condition that the amount taken from any officer shall not exceed 10 per cent of his monthly emoluments.

[M/o U.D. F. No. 11(7)/W&E/86 dt. 30-6-87].

Note :--(Earlier amendments were made upon the following notification).

1. No. 8(17)/61-Estates dated 4-6-61.
2. No. 5(9)/63-Estates dated 4-6-63.
3. No. 5(13)/62-Estates dated 5-7-63.
4. No. 11(51)/68-W&E dated 4-10-79 GSR. 2453 dt. 25-10-69.

In terms of SR-324(4), the Government has decided to revise the flat rates of licence fee recoverable for the residential accommodation available in Press Pool throughout the country (except in respect of substandard/unclassified accommodation of Ministry of Defence, accommodation for service personnel of the Ministry of Defence and accommodation under the control of Ministry of Railways) as shown in the Annexure.

The revised rates of licence fee would be effective from 1st July 2004.

Annexure

Statement showing Revised flat rates of licence fee applicable for Central Government residential accommodation throughout the country w.e.f.1.7.2004..

Sr. No.	Type of accommodation	Range of Living area (in sq. mt)	Existing flat rates of licence fee per month w.e.f. 1.4.2001	Revised flat rates of licence fee per month w.e.f. 1.7.2004	Remarks
1	2	3	4	5	6
1.	I	Up to 30	Rs. 23	Rs. 28	Quarters sharing toilet facilities meant for more than two quarters
2.	I	--do--	Rs. 30	Rs. 36	Quarters sharing toilet facilities meant for two quarters
3.	I	--do--	Rs. 53	Rs. 64	Old quarters with plinth area less than

					300 sq. ft.	
4.	I	--do--	Rs. 67	Rs. 80	Old quarters with plinth area of 300 sq. ft. or more	
5.	II	More than 26.5 and up to 40	Rs. 120	Rs. 143		
6.	II	41 to 50	Rs. 153	Rs. 183		
7.	III	More than 34.5 and up to 55	Rs. 181	Rs. 217		
8.	III	56 to 65	Rs. 221	Rs. 265		
9.	IV	59 to 75	Rs. 245	Rs. 293		
10.	IV	76 to 91.5	Rs. 306	Rs. 367		
11.	V (also called D-II)	Up to 106	Rs. 434	Rs. 520		
12.	V (also called D-I)	Beyond 106	Rs. 527	Rs. 632		
13.	VI (also called C-II)	Up to 159.5	Rs. 645	Rs. 773		
14.	VI (also called C-I)	Beyond 159.5	Rs. 771	Rs. 924		
15.	VII (also called E-II)	189.5 to 224.5	Rs. 906	Rs. 1087		
16.	VIII (also called E-III)	243 to 350	Rs. 1299	Rs. 1557		
17.	VIII (also called E-III)	350.5 to 522	Rs. 1911	Rs. 2290		

For servant quarters and garages allotted independent of the regular accommodation/hostel, following flat rates may be recovered :--

Sr. No.	Particulars	Existing rates per month	Revised rates per month
1.	Servant quarters	Rs. 30	Rs. 36
2.	Garages	Rs. 18	Rs. 22

Note: These rates would be subject to the ceiling of 10% of the monthly emoluments of the allottee.

(Inserted vide DOE O.M. No. 18011/4/2003—Pol. III dt. 22-6-2004)

Existing rates	Revised rates	
	From 1-4-2001	
1. Servant quarters	Rs. 20	Rs. 30
2. Garages	Rs. 12	Rs. 18

NOTE :-- These rates would be subject to a maximum ceiling of 10% of monthly emoluments of the allottee.

YARDSTICK FOR DETERMINATION OF LIVING AREA

Main Building :

- | | | | |
|-----|--|-----|--|
| (a) | Rooms, Kitchen, Bath, Latrine, Store and enclosed verandah | ... | 100% of the floor area |
| (b) | Verandah, Corridors and Barsati | ... | 25% of the floor area |
| (c) | Porch | ... | 12 ¹ / ₂ % of the floor area |
| (d) | Countryside pucca | ... | 5% of the floor area |

Outhouses :

- | | | | |
|-----|----------|-----|--|
| (a) | Rooms | ... | 25% of the floor area |
| (b) | Verandah | ... | 12 ¹ / ₂ % of the floor area |

11(17) Licence fee recoverable from officers owning houses at/near station of their posting.—

Officers not entitled for rent-free accommodation.—(i) from 1-8-2003.—The matter relating to recovery of licence fee for Government residences allotted to Government employees owning houses at the place of posting has been considered by the Government and it has now been decided that licence fee shall be recovered in such cases as under :--

2. (i) If income from own house does not exceed Rs. 12,000 per month, normal licence fee shall be charged.
- (ii) If income from own house exceeds Rs. 12,000 per month but does not exceed Rs. 20,000 per month, twice the normal licence fee shall be charged.

- (iii) If income exceeds Rs. 20,000 per month, thrice the normal licence fee shall be charged.

3. These orders will come into effect from 1-8-2003.

4. These orders are issued in supersession of this Directorate's O.M. No. 12031 (2)/81-Pol. II, dated 5-5-1984 and O.M. No. 12035 (1)/85-Pol. II (Vol. III) (ii), dated 7-8-1987 [Not printed].

[G.I., M.U.D. O.M. No. 12035/11/99-Pol. II, dated the 24th July, 2003.]

11(18) Charging of damages for unauthorized occupation of press pool residential accommodation and recovery of licence fee when press pool accommodation is allotted to ineligible persons.

It has been decided that the provisions contained in the O.M. No. 18011/(12)/73-Pol. III dated 27-8-87 of the Directorate of Estates will apply to the Press Pool Quarters. All the Managers are requested to take necessary action and recover the damage charges from the unauthorized occupants in respect of press pool quarters according to these orders. In this connection attention is invited to para 2(v) of the O.M. wherein it has been provided that in respect of other departmental pools of accommodation in Delhi/other stations the rates as indicated in sub-para (ii) or above O.M. being prescribed for general pool accommodation is to be adopted by various other Ministries/Departments. In stations where there is no general pool accommodation, the rates are to be worked out by the CPWD.

The Managers of the various presses are accordingly requested to fix the rate of damages for the respective press pool accommodation in consultation with the CPWD. The rates finally fixed for various press pool quarters may also be intimated to this Directorate for record.

(DOP O.M. No. 52/6/88 A-5 dated 13-7-1988)

11(18-A) Charging of damages for unauthorized occupation of general pool residential accommodation and recovery of licence fee when general pool accommodation is allotted to ineligible persons/organizations.

According to the decision taken in 1970, market rate of licence fee is calculated on the basis of the formula, as indicated below :--

“Double the standard licence fee under FR. 45-B or double the pooled standard licence fee under FR. 45-A, whichever is higher, plus single departmental charges, plus double the additional licence fee for additions and alterations, if any, plus other charges (service charges, garden-charges, charges for scale furniture, extra furniture and electrical appliances) under FR-45-B including departmental charges.”

2. In this Directorate's Memo. No. 18011/12/73-Pol. I dated 31st July, 1976, (not printed) orders were communicated prescribing the pooled Unit market rate of licence fee in respect of general pool accommodation in Delhi. It was also indicated in these orders that in the case of occupants whose allotments have been cancelled and necessary eviction proceedings under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 have been finalized and the period of 30 days (since reduced to 15 days) allowed for the vacation of the premises has expired, damages at three times the pooled market rate of licence fee per month for the accommodation in types II to VIII under unauthorized occupation should be recovered till the date of vacation/physical eviction : in respect of type-I accommodation, three times the market rate of licence fee of the accommodation was to be charged. The matter relating to recovery of damages from the unauthorized occupants for occupation of residential accommodation and also the quantum of licence fee to be charged when allotments are made to ineligible

individuals/organisations on the basis of existing market licence fee formula has been considered by Government and it has been decided as follows :--

- (i) The decision taken in the year 1970 indicating the formula for fixation of market rate of licence fee and the orders issued by the Dte. of Estates in Memo. No. 18011/12/73-Pol. I dated 31-7-76 (not printed) for pooling of market rate of licence fee, fixing pooled unit market rate of licence fee and recovery of damages from unauthorized occupants at three times the market rate of licence fee after the period allowed by the Estate Officer for vacation of the accommodation has expired, is hereby withdrawn.
- (ii) *Revised rates of damages to be recovered.*—Effective from 1-12-2004.—The Government have decided to revise the rates of damages to be recovered from unauthorized occupants of General Pool accommodation in Delhi, Mumbai, Kolkata, Chennai and Hyderabad as per the Annexure. In addition to this, garden charges as applicable will also be recovered.

2. These rates will be effective from 1-12-2004 and will also be in force for a period of two years or till further orders. In old cases, where the unauthorized occupation exists before 1-12-2004 and the same continues thereafter, the damages at the revised rates as mentioned above will be recovered with effect from 1-12-2004.

3. In respect of other departmental pools of accommodation in Delhi/other stations, the rates of damages prescribed for General Pool accommodation wherever such accommodation exists, have to be adopted by various other Ministries/Departments. Similar rates of damages are to be worked out by the CPWD for other stations where General Pool Accommodation is available and the rates so assessed are to be adopted for recovery of damages not only in respect of General Pool residential accommodation at that station but also in respect of departmental pool accommodation in these stations. In stations, where there are no General Pool residential Accommodation, the Ministry or Department have to get suitable unit rates worked out by the CPWD/local PWD.

Annexure

Metropolitan city	Present rate (per Sq. Meter. p.m.)	Revised rate (per Sq. Meter. P.m.)
Delhi		
i) Type 1 to IV	Rs. 150/-	Rs. 175/-
ii) Type-IV(Spl.) and above (including Hostel)	Rs. 220/-	Rs. 255/-
Mumbai		
a) Hyderabad Estate, Belvedere and Pedder Road (Type-V to VI & Hostel).	Rs. 650/-	Rs. 750/-
b) Rest of Mumbai		

i) Type I to IV	Rs. 200/-	Rs. 230/-
ii) Type-V & Hostel	Rs. 200/-	Rs. 230/-

Kolkata

i) Type-I to IV	Rs. 110/-	Rs. 125/-
ii) Type-V & above (including Hostel)	Rs. 160/-	Rs. 185/-

Chennai

i) Type-I to IV	Rs. 120/-	Rs. 140/-
ii) Type-V & VI (including Hostel)	Rs. 140/-	Rs. 165/-

Hyderabad

i) Type-I to IV	Rs. 150/-	Rs. 175/-
ii) Type V (including Hostel)	Rs. 220/-	Rs. 255/-

(iii) The rate of damages as above would be the rate to be charged from the unauthorized occupant and if he/she is not agreeable to pay it, the damages to be recovered from him/her will have to be pleaded before the Estates Officer in terms of Rule 8 of the Public Premises (Eviction of Unauthorised Occupants) Rules 1971. (Extracts enclosed).

Suitable amendments are being carried out in the Allotment of Government Residences (General/Press Pool) in Delhi Rules 1963 to delete the words 'Market licence fee' and to substitute the same by the word 'damages'. Similar amendments may be carried out by the Ministries/Departments in their Allotment Rules.

The term 'market rate' of licence fee will no more be applicable either for recovery of licence fee for residential accommodation or for charging/recovery of damages.

(iv) In cases where general pool accommodation is allotted or allowed to be retained on payment of existing market rate of licence fee, such as officers who have gone on deputation to Sports Authority of India and other public sector undertaking autonomous bodies etc. and permanent officials working in the headquarters of CSIR, ICAR etc. licence fee to be recovered will be categorized as 'special licence fee'. The 'special licence fee' will be determined at the rate of double the standard licence fee under FR. 45-B, or double the licence fee at flat rates under FR. 45-A, whichever is higher plus single departmental charges plus double the additional licence fee for additions and alternations, if any, plus other charges (service, charges, garden charges, charges for furniture, electrical appliances etc.) under FR. 45-B including departmental charges. It would be necessary for the Rent Section to review the licence fee being recovered in respect of such categories of employees and take action for revising the same according to these orders.

[M/O U.D. (Directorate of Estate) No. 118011/(12/73 Pol. III dated 27-8-87 read with O.M. No. 18011/3/92-Pol. III dated 30-5-1995, O.M. No. 18011/1/99-B-Pol. III dt. 26-4-2002 and O.M.18011/2/2002-Pol.III dated 25.11.2004.]

EXTRACT OF RULE 8 OF PUBLIC PREMISES (EVICTION OF UNAUTHORIZED OCCUPANTS),
RULES, 1971.

Assessment of damages.—In assessing damages for unauthorized use and occupation of any Public premises the estate officer shall take into consideration the following matters, namely :-

- (a) the purpose and the period for which the public premises were in unauthorized occupation;
- (b) the nature, size and standard of the accommodation available in such premises;
- (c) the rent that would have been realized if the premises had been let on rent for the period of unauthorized occupation to a private person;
- (d) any damage done to the premises during the period of unauthorized occupation;
- (e) any other matter relevant for the purpose of assessing the damages.

11(19) Recovery of fee and service charges from the Cooperative Stores/Societies run departmentally or by the employees' Associations in the Sectt. Attached/subordinate offices.

It has now been decided that where separate meters for water and electricity have not been provided, recoveries may be made from the Cooperative Stores/Societies at the following rate with effect from 1-5-1968 :

(i) *Electricity charges :*

Preferably, separate meters should be provided and actual expenses should be recovered. However, so long as separate meters are not provided, recoveries may be made at the following rates :

- (a) Light points @ Rs. 3 p.m. per light point.
- (b) Ceiling fans @ Rs. 6 p.m. per fan during summer months, commencing from 1st April to 31st October, each year.
- (c) Table fans @ Rs. 3 p.m. per fan.
- (d) Heaters, stoves and furnace @ Rs. 13.50 p.m. each.
- (e) Radios @ Rs. 3.75 p.m.

The charges at (a) and (b) above shall be recovered on the basis of the actual number of light and fan points in working order, irrespective of whether they are used or not. The appliances mentioned at items (b), (c), (d) and (e) above can be used only after obtaining permission.

(ii) *Water charges :*

Preferably, separate meters should be provided and actual expenses should be recovered. However, so long as separate meters are not provided, recoveries may be made at the following rates :

Rs. 12 p.m. per tap subject to a minimum monthly charges of Rs. 12.

[M/O Works & Housing and Supply (Department of Works and Housing) No. 12019/(11)/67 Pol. No. III, dated 24th December, 1968]

11(20) Recovery of licence fee from Clubs, Associations, etc.

Recovery of licence fee in respect of general pool accommodation in occupation of Clubs, Associations of Government Employees, Consumer Cooperative Societies run under the aegis of the Ministry of Home Affairs, etc. should be regulated as under :--

- | | | |
|----|---|---|
| 1. | Central Govt. Employees Consumers Coopertive Societies run under the aegis of the Deptt. Of Personnel, Ministry of Home Affairs. | Nominal licence fee of Re. 1/- per month plus service charges. |
| 2. | Cooperative Societies/Stores run by the Departments or by the Employees Associations in offices out of Departments entitlement for office accommodation. | Re. 1/- per month plus electricity, water charges, etc. |
| 3. | Recognised Clubs and Associations in occupation of residential accommodation. | Full standard licence fee or Pooled Standard Licence fee under FR. 45-A (Where pooled) plus service charges. |
| 4. | Office accommodation for office purposes to recognized Associations/Unions of Central Govt. Employees set up to take up cases of such employees from the point of employer and employees relationship. | --Do-- |
| 5. | Recognised Associations/Unions of Central Govt. Employees in occupation of building specifically constructed for recreation and welfare purposes i.e. Community Hall Recreation Centres and Club buildings. | Licence fee fixed on the actual cost of maintenance, repairs, service charges and such other elements as may be decided in accordance with the orders contained in Works, Housing and Supply Memo. No. 12/110/58-Acc. I dated 2-4-60. |
| 6. | Residential accommodation in occupation of Associations of Central Government employees for running Cooperative Stores. | Licence fee under F.R.45-B plus Departmental Charges plus service charges. |

[D.E. Memo No. 18015 (1)/68-Pol. I, dated 4-12-1970]

11(21) Recovery of licence fee for Government accommodation allotted to the Government of India Press Workers Union Associations, Cooperative Stores/Societies etc.

While gathering information for a Parliament Question about the allotment of accommodation for Government of India Presses located at Delhi, Calcutta, Nasik, Aligarh and Faridabad in respect of licence fee for Government accommodation being charged from Cooperative Stores/Societies and Workers' Union Associations of the Press employees, it has come to notice of this Directorate that no uniform policy has been followed by the different Presses in this matter. It is seen that in some cases the Managers of the Presses have allotted Government accommodation to unions/Associations etc. on rent fee basis without obtaining approval of this Directorate. In other cases, they are charging licence fee which varies from press to press. All such cases, with regard to recovery of licence fee, are to be governed by the Government orders, contained in the Ministry of Works and House, Dte. of Estates' Memo No. 18015(I)/68-Pol. I dated the 4th December, 1970.

2. While approving the action taken by the Managers of the aforesaid Presses in charging licence fee at different rates for the past period, the Director of Printing has decided that from 1st September, 1979 onwards, licence fee from Cooperative Stores/Societies, Workers' Union/Association etc. should be recovered uniformly in the following manner :--

(i) Allotment of accommodation to Workers Unions/Association

As per provisions made in Dte. of Estates' O.M. No. 18011(6)/68-Pol. I dated 8-11-71 no licence fee is recoverable from the Unions/Associations which were allotted Government office accommodation prior to 25-4-69. For the allotment made thereafter, licence fee should be recovered from them under FR. 45-A i.e. standard licence fee or pooled standard licence fee (which the licence fee has been pooled) whichever is higher, plus service charges.

(ii) Allotment of residential accommodation to Co-operative Stores

Licence fee for residential accommodation allotted to Cooperative Stores should be recovered under FR. 45-B with departmental charges and other service charges. The same principle should be followed when the accommodation is allotted in a shop.

(iii) Allotment of accommodation in offices to Co-operative Thrift and Credit Societies.

Licence fee in respect of the accommodation in Offices allotted to Cooperative Thrift and Credit Societies is recoverable at the rate of Re. 1 per month plus service charges.

2. No arrears on account of licence fee should be allowed to accumulate, either for the past period or in future. The defaulters should be asked to vacate Government accommodation immediately, if they refuse to pay the arrears.

(DOP Memo No. 8/6/79-A.II dt. 16.8.1979)

11(22) Recovery of licence fee, water and electricity and other service charges from the Department/Co-operative canteens and tiffin rooms.

The undersigned is directed to refer to this Dte's O.M. No. 12019(2)/75-Pol. III dated 19-1-79 read with O.M. of even number dated 4-6-79 on the above subject and to say that the question of recovery of licence fee and water and electricity charges from the Departmental/Co-operative Canteens/tiffin rooms has been reviewed and it has been decided that the existing nominal rates of

licence fee, viz. Re. 1 p.m. in the case of Depttl. Canteens and Re.1 p.m. in the case of Co-operative canteens may continue to be recovered till further orders.

2. As regards recovery of water and electricity charges, attention is invited to Ministry of Works & Housing O.M. No. 22/9/62-ACC. II dt. 25-5-64.

3. This issue with the concurrence of the Finance divn. (W & E Units) vide their U.O. No. 2447-W&E/D-II(4)/82 dt. 3-9-82.

[DOE O.M. No. 12019(2)/81 Pol. III dt. 18-9-1982]

11(23) Recovery of Water and Electricity charges from Deptt. Canteens etc.

The undersigned is directed to say that according to the revised Canteen Scheme contained in the M/o Home Affairs O.M. No. 7/1/62-WII dt. 28th December, '62 read with corrigendum of even no. dated the 14th Feb., '63 the entire charges for the electricity in connection with lights, fan, refrigeration and sterilization only and water charges be borne by the Ministries/Depts. in case of Depttl. Canteens in non-industrial establishments.

2. This Ministry has decided that full water and electricity charges indicated in O.M. No. WII-61(3)/53 dt. 7-4-54 shall be recovered from the Depttl. Canteens, etc. and it is for the canteens authorities to get reimbursement of cent-per-cent water and electricity charges from the Ministries/Deptt. concerned, as per M/o Home Affairs' corrigendum No. 7/1/62 WII dated 14-2-63 instead of 75 per cent as is being done at present.

3. The question of allowing any concession to Co-operative or Deptt. Canteens (other than rent of the building) is the concern of the M/O Home affairs who will guide the Ministries/Deptts. in this behalf.

4. The orders issued in this Ministry O.M. No. 6764 dated 1-8-58, EE-22/(31)/58, dt. 30-12-58, EE-22(31)/58 dt. 16-6-59, EE-22(31)/58 dt. 12-12-59, EE-22(31)/58 dt. 10-5-60 and EE-22(31)/58 dt. 28-9-61 are hereby cancelled.

(W & H No. 22/9/62-Acc. II dt. 25-5-64)

12. Surrender of an allotment and period of notice (S.R. 317-B-14)

- (i) An Officer may at any time surrender an allotment by giving intimation so as to reach the Assistant Manager (Estates) at least ten days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Assistant Manager (Estates) or the date specified in the letter, whichever is later. If he fails to give due notice he shall be responsible for payment of licence fee for ten days or the number of days by which the notice given by him falls short of ten days, provided that the Assistant Manager (Estates) may accept a notice of a short period.
- (ii) An officer who surrenders the residence under the sub-rule (I) shall not be considered again for allotment of Govt. accommodation at the same station for a period of one year from the date of such surrender.

(1) Surrender of Govt. residential accommodation.

A surrender notice is not necessary in the following types of cases :--

- (a) When an officer in occupation of a lower type of residence than his entitlement is allotted a residence of the type to which he/she is entitled;
- (b) When an officer on his re-employment is found to be entitled to a lower type of residence and as per provisions of SR-317-B-11(4) (Rule 9) is allotted a residence in that type;
- (c) When an officer is given a change of residence to another residence in the same type either under :--
 - (i) SR-317-B-15
 - (ii) SR-317-B-16
 - (iii) SR-317-B-17
 - (iv) SR-317-B-21(4)
- (d) When the residence in occupation of an officer is required to be vacated for a public purpose, repairs or for demolition and the officer is allotted alternative accommodation;
- (e) When the officer does not accept the residence allotted in (b), (c) (iv) and (d) above and he chooses to surrender his existing residence;
- (f) When the allotment of the residence in occupation of an officer is cancelled/deemed to be cancelled under the provisions of the Allotment Rules;
- (g) When the son/daughter, etc., of retiring/deceased allottee officer gets alternative accommodation on ad hoc basis.

However, surrender notice is necessarily to be given when an officer voluntarily surrenders the residence allotted to him and also when the residence, the allotment of which has been cancelled, is vacated earlier than the date from which the allotment is deemed to be cancelled.

Where the family of a deceased allottee vacates the residence within the permissible period, cases (of waiving of surrender notice) are to be considered with compassion and each case decided on merits and orders obtained from the competent authority.

(2) Surrender notice by allottees allowed retention of accommodation under SR-317-B-22 (Rule 19).

Such of the allottees of general pool residences as are allowed to retain Government residences under SR-317-B-22 (Rule 19), or otherwise after the cancellation of their allotment, are not required to give any surrender notice for the vacation of their quarters/residences or to pay licence fee in lieu thereof.

[D.E. Memo No. 25/1/66-CDN dated 17-8-1967]

[D.E. Memo. No. 25/1/66-CDN. I dated 29/30-8-74]

(3) Clarification regarding 10 days prior intimation while surrendering the Govt. quarter.

As per rule 12 of the Allotment rule applicable to the Press Pool accommodation a notice of ten days is required if an officer surrenders a residence.

2. In-so-far as the cases where allotment of accommodation has been cancelled or eviction proceedings are going on, there is no need for a surrender notice of 10 days for vacation of Govt. accommodation, after the date of cancellation of allotment.

[Dte. of Printing's O.M. No. 52/9/78-All. Dated 13-11-1978]

(4) Clarification regarding 10 days prior intimation while-surrendering the Govt. accommodation.

The Directorate of Estates from whom the clarification was sought on the above subject have stated that in the General Pool normally ten days notice for vacation is required to be given, failing which the allottee is required to pay licence fee for ten days (or the period by which the notice falls short of ten days) irrespective of whether the residence vacated, is allotted on the date of vacation or not.

[Dte. of Printing Memo No. 52/9/78-All, dated 25-1-1979]

13. Change of residence (S.R. 317-B-15)

- (i) An Officer to whom a residence has been allotted under these rules may apply for a change to another residence of the same type or a residence of the type to which he is eligible under rule S.R. 317-B-5 (Rule), whichever is lower. Not more than one change shall be allowed in respect of one type of residence allotted to the Officer.
- (ii) An officer, who intends to change the accommodation already allotted to him shall make an application in the prescribed form to the Directorate of Estates/GIPs and thereafter, the name of such officer shall be included in the waiting list concerned and inter se position of such officer in such waiting list for accommodation of type I to type IV shall be determined on the basis of the date of receipt of such application to the Directorate of Estates in such order and for accommodation of type IV (Special) and higher types and hostel accommodation, the inter se position in the waiting list concerned of officers intending to change the accommodation shall be determined on the basis of priority date of the officer concerned in relation to allotment of type IV (Special) and higher types and hostel accommodation, as the case may be, to which he is eligible under the provisions of SR 317-B-5.”
- (iii) All applications for change made in the form prescribed by the Assistant Manager (Estates) and received upto the 19th day of a calendar month shall be included in the waiting list in the succeeding month. For purpose of this rule the officers whose names are included in the waiting list in an earlier month shall be senior en-bloc to those whose names are included in the list in subsequent months. The inter-se-seniority of the officers included in the list in any particular month shall be determined in the order of the priority dates.
- (iv) Change shall be offered in Order of seniority determined in accordance with sub-rule (ii) and having to the officers preferences as far as possible.

*Provided that no change of residence shall be allowed during a period of 6 months immediately preceding the date of superannuation.

- (v) If an officer fails to accept a change of residence offered to him within eight days of the issue of such offer or allotment, he shall not be considered again for a charge of residence of that type.

- (vi) If an officer who after accepting of a change of residence fails to take possession of the same he shall be charged licence fee for such residence in accordance with provisions of sub-rule (i) of SR. 317-B-12 in addition to the normal licence fee under FR 45-A for the residence already in his possession, the allotment of which shall continue to subsist.

*Notified vide No. 52/31/88/AIV dated 19-10-1989.

13(1) Allocation of vacancies of General Pool residences

Notwithstanding the provision of SR-317-B-15 (Rule 13) the vacancies in different types of residences should be allocated on the in turn change List/out of turn list, etc, and allotment made in the following order or preferences :--

- (a) Officers whose houses have been declared dangerous should get first priority and alternative accommodation should be provided to them in the same are as far as possible, failing which in adjoining nearby localities;
- (b) Officers occupying quarters required to be vacated for re-development or other public purposes, in areas as in the case of (a) above;
- (c) after meeting the requirements of (a) and (b) above, the remaining vacancies should be allotted alternatively to officers on the change list and to officers sanctioned out of turn ad-hoc allotments change.

[D.E. Memo No. 23/2/67-CDN. dated 7-9-67]

13(2) Refusal of allotment made in change—re-consideration of priority of change of accommodation

An officer who has not accepted the change of residence allowed to him under the provision of SR-17-B-15 (Rule 13) for any reason whatsoever, should be reconsidered for another change after six months without any change in his relative seniority on the change waiting list, on receipt of request.

[D.E. Memo No. 23/1/68-Cdn. dated 2-11-68 read with Memo No. 34/15/70-CDN. I dated 18-4-72]

13(3) Modification of preference for change of accommodation

Modification of preference for change should be allowed only once in a particular type. This modification is required to be done before the allotment is made and not after the issue of letter of allotment. An officer's name who refuses allotment of a quarter given in change is taken off from the list for a period of six months. He is, however, considered for change on receipt of a request only after the period of debarment. This consideration to be done on the basis of the preference shown in his earlier application (including modification, if any) received before the 1st allotment in change is given to him.

[D.E. No. 34/15/70-CDN. I dated 18-4-72]

13(4) Priority of change of accommodation

If an officer submits a fresh application for change, canceling his previous application already registered in the Directorate of Estates, his request may be accepted but his seniority may be counted from the date of his fresh application.

[D.E. No. 34/15/70-Cdn. I dated 30-7-74]

13(5) Modification of choice(s) expressed in the original application for change of residence under rule 13, is allowed once. It has been decided that in exceptional cases, if any, request for modification of choice(s) for the second time is required to be considered, such request may be decided at the level of Jt. Director/Director of Printing.

13(6) According sanction from one floor to another in the same colony and (ii) Change from one colony to another colony.

It has been decided that the following procedure may be adopted henceforth :

- (i) Change from one floor to another in the same colony may be allowed by the manager/General Manager/Officer-in-Charge if the request is supported by medical certificate from a Specialist working in a Govt. Hospital;
- (ii) Change from one colony to another colony may be allowed at the level of the JD(A)/Director if the request are supported by a medical certificate from a Specialist working in a Government Hospital or if the request is justified on any other convincing/compassionate reasons.

(In respect of General Pool accommodation orders have been issued vide Dte. of Estates O.M. No. 1(5)/85-O&M, dt. 12-9-86).

14. Change of residence in the event of death of a member of the family (SR-317-B-16)

Notwithstanding anything contained in rule 13, an officer may be allowed a change of residence on the death of any member of his family if he applies for change with three months of such occurrence, provided that the change will be given in the same type of residence and in the same floor as the residence already allotted to the Officer.

15. Mutual exchange of residences (SR-317-B-17)

Officers to whom residence of the same type have been allotted under the rules may apply for permission to mutually exchange their residences. Permission for mutual exchange may be granted if both the officers are reasonably expected to be on duty at the same place and to reside in their mutually exchanged residence for at least six months from the date of approval of such exchange.

(1) Mutual exchange-Breach of condition (S.R. 317-B-17)

In cases where the conditions laid down in (Rule 15) are fulfilled at the time of granting the mutual exchange by the production of requisite certificates from the departments concerned of both the officers and where for any reason either one or both the quarters is/are vacated before the expiry of six months, no action need be taken against the other officer/ both the officers including forcing one to shift to a quarter in the colony where he was residing prior to grant of the mutual exchange.

[D.E. Memo No. 23/1/68-Cdn. Dated 25-9-68]

(2) Category of residences allowed for mutual exchange

Permission for mutual exchange should be granted only in following cases :--

- (i) Both residences should be in the same locality.

- (ii) Both residences should be on the same floor.
- (iii) Both residences should be of the same category, the type, i.e. mutual exchange should not be granted between D.I. and D.II, C.I & C. II or between one-room and two tenements etc.

[D.E. O.M. No. 12033(3)/76-Pol. II dated 30-4-1976]

(3) Interpretation of Rules 13 and 15 of the Allotment of Govt. Residences, applicable to the Govt. of India Press Colonies Rule, 1972—Clarification thereof.

There is no restriction to allow an allottee of Press Pool accommodation to have mutual exchange of his quarter with another allottee of the same type, even if he has already availed of a change of residence according to the provisions of Rule 13 of the Allotment Rules. Mutual exchange of residences should, however, be governed by the Rule 15 of the Allotment Rules. It should, however, be ensured that the mutual exchange of quarters should not remain on paper only but it should actually be carried out. Again there is no restriction on having another mutual exchange of quarters, provided the conditions set forth in Rule 15 are fulfilled.

[Dte. of Printing Memo. No. 52/9/78-A-II dated 20-10-1978]

16. Maintenance of residence (S.R.-317-B-19)

The officers to whom residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the Central Public Works Department and the local civil authorities. Such officers shall not grow any tree, shrubs or plants contrary to the instructions issued by the Govt. or Central Public Works Department nor cut or lop off any existing tree or shrubs in any garden, countryard or compound attached to the residence save with prior permission in writing of the Central Public Works Department. Trees plantation or vegetation grown in contravention of this rule may be caused to be removed by the Dte. of Horticulture or other authority concerned at the risk and cost of the officer concerned.

17. Subletting and sharing of residence (S.R. 317-B-20)

- (i) No officer shall share the residence allotted to him or any of the out houses, garages and stables appurtenant thereto except with the press employees eligible for allotment of residence under these rules, the servants quarters, out-houses and garages may be used only for the bona fide purpose including residence of the servants of the allottee or for such other purposes as may be permitted by the Asstt. Manager (Estates).

Provided that the officer shall send prior intimation to the Asstt. Manager (Estate) to in such form as may be prescribed by Director of Printing intimating full particulars of the officer and his family residing in the quarter and full particulars of the sharer and his family.*

- (ii) No officers shall sublet the whole of his residence. Provided that an officer proceeding on leave may accommodate in the residence any other officer eligible to share Government accommodation, as a caretaker, for the period specified S.R.-317-B-11(2) (Rule) but not exceeding six months.
- (iii) Any officer who shares or sublets his residence shall do so at his own risk and responsibility and shall remain personally responsible for any licence fee payable in respect of the residence and for any damage caused to the residence or its precincts or grounds or services provided therein by Government beyond fair wear and tear.

CLARIFICATION

Form of application for sending prior intimation regarding sharing of accommodation is at Annexure V.

*Notified vide No. 52/31/88-A.IV dated 19-10-89.

18. Consequences of breach of rules and conditions (S.R. 317-B-21)

- (i) If an officer to whom residence has been allotted unauthorisedly sublets the residence or charges (licence fee) from the sharer at a rate which the Assistant Manager (Estates) considers excessive or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for any purposes other than that for which it is meant or tampers with the electric or water connection or commits any other breach of the rules or of the terms and conditions of the allotment or uses the residence or premises or allows the residence or premises to be used for any purpose which the Assistant Manager (Estates) considers to be improper or conducts himself in a manner which in his opinion is prejudicial to the maintenance of harmonious relations with his neighbours or has knowingly furnished incorrect information in any application or written statement, with a view to securing the allotment, the Assistant Manager (Estates) may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence.

Explanation.—In this sub-rule the expression officer includes unless the context otherwise requires a member of his family and any person claiming through the officer.

- (ii) If an officer sublets a residence allotted to him or any portion thereof or any of the out-houses or garages; appurtenant thereto, in contravention of these rules, he may, without prejudice to any other action that may be taken against him be charged such damages from the date of cancellation of allotment as may be fixed by the Central Government from time to time in this respect.

The quantum of licence fee to be recovered and the period for which the same may be recovered, in each case will be decided by the Asstt. Manager (Estates) on merits. In addition the officer may be debarred from sharing the residence for a specified period in future as may be decided by the Asstt. Manager (Estates).

- (iii) Where action to cancel the allotment is taken on account of unauthorized subletting of the premises the allotment shall be cancelled w.e.f. the date of issue of the order for the cancellation of the allotment. A period of sixty days shall be allowed to the allottee, and any other person residing with him therein to vacate the premises.
- (iv) Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with the neighbours, the officer at the discretion of the Asstt. Manager (Estates) may be allotted another residence in the same class at any other place.
- (v) The Asstt. Manager (Estates) shall be competent to take all or any of the action under sub-rules (i) to (iv) of this rule and also to declare the officer, who commits a breach of the

rules and instructions issued to him, to be ineligible for allotment of residential accommodation for a period not exceeding five years.*

Provided that before taking any action against an officer under this rule, the Asstt. Manager (Estates) shall provide to such officer a reasonable opportunity of being heard against the action proposed.

Clarifications :--

(1) Utilization of servant quarter, out-houses, garages etc.

The servant quarters, out-houses, garages and stables appurtenant to a Government residence should be utilized only for the purposes for which they are provided, namely the bonfide residential requirements of the paid domestic servant of the allottee, part time or whole time and parking cars etc. The following conditions regarding the use of servant quarters, etc., have been laid down :--

- (a) No servant quarters or out-houses attached to a Govt. residence should be utilized by any person other than a paid domestic servant of the allottee, part-time or whole time.
- (b) the term domestic servant shall be deemed to include the following :--
 - (i) cook
 - (ii) bearer.
 - (iii) ayah.
 - (iv) sweeper.
 - (v) mali.
 - (vi) chuffeur.
 - (vii) Kahar.
 - (viii) Dhobi
- (c) Not more than one person from each of the categories mentioned in (b) above can be provided with accommodation in servant quarter or out-houses. For accommodating persons other than those belonging to categories mentioned therein or for giving accommodation to more than one person belonging to the same category, the prior permission of the Dte. of Estates would be necessary.
- (d) If the servant quarters appurtenant to the residence allotted to a Government servant are surplus as defined above, he may accommodate an eligible person provided no profiteering is involved and prior permission of the Dte. of Estates is obtained.

2. The servant quarters, out-houses, garages, and stables should not be a source of profit for the allottees of Government residences and it is hence not permissible to realise any rent for them either directly or in the form of free or concessional service. Letting out of servant quarters and out-houses, on payment or without payment, of rent attached to Government residences in violation of conditions laid down at (a), (b) (c) and (d) shall be treated as unauthorized subletting and dealt with according to the relevant provisions in the rules.

[Ministry of Works, Housing and Supply O.M. No. 26/4/58-Acc. Dated 28-9-59]

(2) Caretakers-Keeping of

During the period of leave, a Government servant, allotted General Pool residence, may keep caretaker in his house in accordance with the provision of SR.-317-B-20(2). The actual arrangement would however, be made direct between the officer proceeding on leave and the officer taking over as a caretaker.

[DOE. No. 36/3/63-CDN, dt. 14-9-64]

(3) Subletting of Government residence/out-houses or garages etc.

The following procedure shall be followed with immediate effect in conducting enquiries into cases of subletting of Govt. accommodation in Press Colony and in imposing penalties laid down in Rule 18(i) and (ii) of the Allotment Rules 1972, relating to Government of India Press Colonies :--

- (i) On receipt of a genuine complaint of subletting if it is felt that there is substance in the complaint, in the first instance discreet enquiries should be made from the neighbours and the quarters be inspected by a gazetted officer. Thereafter, if it is suspected that the quarter has been sublet, the A.M.(E) may examine and decide whether there is a prima facie case of subletting and for this the complainant should be called to appear before the Enquiry Officer, who should be other than Assistant Manager (Estates). For this purpose, he may be given notice of a week or 10 days. If he corroborates the complaint and gives material particulars regarding subletting, the Enquiry Officer may record his statement and put up the case to the Asstt. Manager (Estates) so that he can form an opinion whether prima facie it is case of subletting. Such a course will not be necessary in case of subletting coming to the notice of the Press as a result of local/surprise inspection by Press Management.
- (ii) In case where the complaint is anonymous or where it appears to be pseudonymous, it is left to the A.M.(E) to decide whether action as above may be taken or not. In cases where an enquiry is ordered on anonymous and pseudonymous complaints, verification of the authenticity of the complaints may be done through spot inspection. Even in cases where the complaint is called for verification of the complaint a spot inspection may be made, if necessary, and the officer concerned may put up his report with his views to the Asstt. Manager. (Estates).
- (iii) If the Asstt. Manager (Estates) is prima facie satisfied that a case of subletting is made out, he will issue a notice to the allottee to show cause within 21 days of the notice, why penalties for sub-letting prescribed under Rule 18(i) and/or 18(ii) may not be imposed on him. By means of this notice, the allottee would be asked to bring up both oral as well as documentary evidence (such as Ration Card, Radio Licence, CGHS Card, correspondence, etc.) on the date fixed. For the same date, the Assistant Manager (Estates) may also call witnesses/neighbours, etc. who might depose regarding subletting. At first, the evidence of the allottee may be taken up and thereafter that of the Press Management. Witnesses should be examined in the presence of the allottee who should have the right to cross-examine the witnesses produced by the Management.
- (iv) As per rule 18 of the Allotment Rules, the Asstt. Manager (Estates) is the competent authority to take action in case of subletting and it is left to him to carry out the inspection of the quarters by such gazetted officer as he may think necessary and may

include any employee(s) to assist in the inspection. However, it may not be desirable to include any representatives of the unions of the employees for this purpose.

- (v) If after the evidence of the Press Management and the allottee, the Assistance Manager (Estates) considers it necessary, he may inspect the Government quarter in the presence of the allottee and record his note of inspection. This inspection will be done only in rare cases where the evidence so warrants.
- (vi) After considering the cause, if any, shown by the allottee and weighing the evidence and after giving him a reasonable opportunity of being heard, the Assistant Manager (Estates) will record a reasoned order.

(2) With a view to put an effective check on subletting of Press Pool accommodation, the Heads of Presses are requested to take strict action on the following lines :--

- (a) They should arrange for conducting periodical surprise checks to detect subletting of quarters in the Press Pool attached to their Presses.
- (b) In all cases of subletting prompt action should be taken to cancel the allotment by following the procedure laid down under Rule 18 of the Allotment Rules and evicting the allottee and the sublettee by adhering to the relevant provision of the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 besides effecting recovery of damages from the defaulting employees as per relevant instructions issued from time to time.
- (c) Disciplinary action as envisaged in Department of Personnel O.M. No. 11013/14/85-Estt(A) dated 6-3-1986 should also be initiated against the employees concerned wherever necessary.

1. D.O.P. No. 7/3/62 AII dt. 11-11-77
2. D.O.P. No. 52/1/83-AII (i) dt. 3-5-83*
3. D.O.P. No. O.M. No. 55/9/82-AII/AS dt. 31-1-89

*For procedure to be adopted to detect subletting-disposal of complaints, please see Annexure VI.

(4) Imposition of penalties including charging of penal rate of licence fee for unauthorized sub-letting of Government Accommodation.

It has been noticed that penalties on account of unauthorized sub-letting of Government quarters by the allottees including charging of penal rate of licence fee, are being imposed by the Press Managements with effect from retrospective date and in some cases even from the date of allotment or from the date the unauthorized subletting was proved. Some of the affected Press employees have represented against this practice.

2. Attention in this connection is invited to Rule 18(iii) of the Allotment Rules for Press Pool Accommodation which provides that where action to cancel the allotment is taken on account of unauthorized sub-letting of the premises by the allottee, a period of 60 days shall be allowed to the allottee and any other person residing with him therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of 60 days from the date of orders for the cancellation of allotment whichever is earlier. It may be added that the market rate of licence fee is chargeable only from the date of cancellation of allotment.

3. The matter has also been examined in consultation with the Directorate of Estates who have stated that as per the procedure followed in General Pool, when an allottee is debarred from Government accommodation for a specified term, the notice period of 60 days is provided for in the order of debarment. If the allottee fails to vacate the quarter within 60 days of the notice period, damages at the market rate of licence fee become chargeable from the 61 day from the date of issue of the Debarment Memorandum. As such, the recoveries are to be restricted from the prospective date and no recovery as such is made from any retrospective date.

4. The Manager/Presses where Press Colonies exist are, therefore requested to ensure that the penalties on account of unauthorized sub-letting of Government quarters including charging of market rate of licence fee, etc. are imposed from a prospective date and not with retrospective effect. All cases of excess recovery made from any earlier date, i.e. prior to 61st day of the date of issue of the Debarment/Penalty. Memo should be reviewed and decided accordingly.

[Dte. of Ptg.'s Memo No. 55/6/78-AII, dated 6-8-1979]

(5) Brief regarding provisions in the Allotment of Presses Pool Accommodation Rules, relating to sub-letting/sharing of Government accommodation and penalties that can be imposed.

A. Provisions relating to subletting/sharing of accommodation.

Subletting includes sharing of accommodation by an allottee with another person, with or without payment of licence fee by such other person. However, any sharing of accommodation by an allottee with close relations shall not be deemed to be subletting.

The following relations will be treated as close relations :--

- (i) Father, Mother, Brother, Sisters, Grand father and Grandmother and Grandsons and Grand daughters.
- (ii) Uncles, Aunts, First cousins, Nephews, Nieces directly related by blood to allottee.
- (iii) Father-in-law, Mother-in-law, Sister-in-law, Son-in-law, Daughter-in-law.
- (iv) Relationship established by legal adoption.

Regarding direct relation by blood, the necessary clarification is as follows :--

A relation by blood is as contradistinguished from a relation by marriage. Persons descended from the same stock or ancestors are said to be blood relations. They may be related either lineally where one is descended in a direct line from other as father and son, grandfather and grandson; collaterally where they are descended from the same stock, but not from the other, as uncle and nephew. (According to this well known connection it may not be possible to treat the son and daughter of father's sister (Phupher brother and Phupher sister) as blood relations even if they be the children of the real-sister of the father).

(The concession of sharing accommodation is available to the close relative as indicated above and will not be admissible in case relationship ceases by any order of the Court.)

B. Categories of employees eligible to share press pool accommodations :

Though as per the provisions of Rule 17 an allottee can share the residence allotted to him only with press employees eligible for press pool accommodation, the following categories of officers, etc. have also been declared eligible to share accommodation of press pool residences, by way of administrative orders :--

- (i) Central Government servants in eligible for press pool residences.
- (ii) Staff of semi-Government organizations.
- (iii) Staff of a body corporate, owned or controlled by Government.
- (iv) Foreign students studying in India (Cases to be sponsored by the Ministry of External Affairs/Education. Individual cases are to be decided by the Directorate of Printing).
- (v) Teachers of recognized schools.
- (vi) Officers transferred to other stations.
- (vii) Members of Defence Forces (during the period of emergency).
- (viii) Retired Central Government servants.
- (ix) Reservists of Army, Air Force, etc.

(Only one sharer is permitted. Allottee officer shall send prior information to the Asstt. Manager (Estates) in the prescribed form as in Annexure V intimating full particulars of the officer and his family residing in the quarter and full particulars of the sharer and his family.

Where any penalty under this rule is imposed by Assistant Manager (Estate), Officer-in-Charge, Manager and General Manager, as the case may be, the aggrieved person, may within sixty days of the receipt of the order by him file a representation to the Joint Director (Admn.) of Director of Printing.

The Ministry of Personnel, Public Grievances and Pension (Department of Personnel and Training) have issued orders in their O.M. No. 11013/14/85-Estt. (A) dated 6-3-86 providing that departmental disciplinary action may be taken against such employees who are found guilty of letting out the government residential accommodation apart from the action which is to be taken against them under the Allotment Rules. In all cases where a Government servant has been found guilty of letting out the Government residential accommodation allotted to him/her, the Asstt. Manager (Estates) will intimate to the Director of Printing the details of the case and action taken against the employee under the allotment rules and the concerned disciplinary authority after considering the facts of the case may take suitable departmental disciplinary action under the disciplinary rules for imposition of a suitable penalty on grounds of unbecoming conduct of the government employee involving violation of Rules 3(1)(iii) of the CCS (Conduct) Rules, 1964 or any other similar rule governing them.

(i) DP No. 52/1/83-A.II dt. 15-3-84.

(ii) DE No. 12032(2)/83-Pol. II dt. 4-8-1987.

(6) Sub-letting of Government accommodation by Government servants—Departmental action against.

The undersigned is directed to say that where government servants are found guilty of letting out the accommodation allotted to them by Directorate of Estate, action is taken against them under the provisions of Allotment of Government Residence (General Pool in Delhi) Rules, 1963. The question whether any departmental disciplinary action may be taken against such employees, part from the action taken against such employees, apart from the action taken against them under the Allotment Rules, has been considered carefully. It has been decided that in all cases where a government servant has been found guilty of letting out the Government residential accommodation allotted to him/her, the Directorate of Estates will intimate to the administrative authority concerned the details of the case and action taken against the employee under the Allotment Rules and the concerned disciplinary authority after considering the facts of the case may take suitable departmental disciplinary rules for imposition of a suitable penalty on grounds of unbecoming conduct of the Government employee involving violation of Rules 3(i.e.)(iii) of the CCS (Conduct) Rules, 1964 or any other similar rule governing them, Similarly, disciplinary action may be taken in those cases also whether the accommodation in question is controlled by an authority other than the Directorate of Estates.

2. Ministry of Finance, etc. may bring the above decision to the notice of all authorities under their control for their guidance and compliance.

Ministry of Personnel, Public Grievances and Pensions (Deptt. Of Personnel & Training)
O.M. No. 11013/14/85-Estt. (A) dated 6-3-1986.

19. Overstay in residence after cancellation of allotment (SR.-317-B-22)

Where after an allotment has been cancelled or is deemed to have cancelled under any provision contained in these rules, the residence remains or has remained in occupation of the officer to whom it was allotted or of any person claiming through such officer shall be liable to pay damages for use and occupation of the residence, services, furniture and garden charges, as may be determined by Government from time to time;@

Provided that an officer, **in special cases**, except in case of death, may be allowed by Directorate of Estates Asstt. Manager (Estates) (to retain a residence for a period not exceeding six month beyond the period permitted under SR 317-B-11(2), on payment of twice the flat rate of licence fee or twice the licence fee he was paying, whichever is higher.%

Provided further that in the event of retirement or terminal leave, the allottee shall be eligible to retain the government accommodation for a further period of two months on payment of four times of the normal licence fee and subsequent two months on payment of six times of the normal licence fee for special reasons involving medical/educational grounds, subject to appropriate certification by the authorities concerned*.

Provided further that in the event of death of the allottee, his/her family shall be eligible to retain the Government accommodation for a further period of one year on payment of normal licence fee. The extended period of retention shall not be allowed in cases where the deceased officer or his/her dependents owns a house at the place of posting#

20. Continuance of allotment made prior to issue of these rules (S.R. 317-B-23)

Any valid allotment of a residence which is subsisting immediately before the commencement of these rules under the rules then in force shall be deemed to be an allotment duly made under these rules notwithstanding that the officer to whom it has been made is not entitled to a residence of that type under **SR. 317-B-5** and all the preceding provisions of these rules shall apply in relation to that allotment and that officer accordingly.

21. Interpretation of rules (SR. 317-B-24)

If any question arises as to the interpretation of these rules, it shall be decided by the Central Government.

22. Relaxation of rules (SR. 317-B-25)

The Director of Printing may for any reasons to be recorded in writing and in consultation with *Ministry of Urban Development relax all or any of the provisions of these rules in the case of any officer or residence or class of officers or type of residences.

23. Delegation of power or functions (SR. 317-B-26)

The Director of Printing may delegate any or all the powers conferred upon by him by these rules to any officer under his control, subject to such conditions as he may deem fit to impose.

*Notified vide No. 52/31/88-A4 dt. 19-10-1989.

CLARIFICATION

Disposal of work in the Directorate of Printing—Arrangement for disposal for certain type of cases by Joint Director (Admn.) Joint director, Printing.

The Director of Printing is pleased to authorize Joint Director (Admn.) and Joint director (Tech.) as an internal arrangement to dispose of the following items of work at their level :--

- (a) Out of turn allotment of quarters to the employees in presses.
- (b) Issue of sanction relating to retention of accommodation in the Press Colonies at concessional rates.

[Dte. of Ptg. No. G-17012/1/73-MI dt. 26-10-74]

24. Reservation of residence

The Director of Printing may reserve a residence for the incumbent of a post specified in the Schedule to these rules for reasons to be recorded in writing.

SCHEDULE

List of posts in the various Government of India Presses for whom the residences may be reserved.

1. Head of the Press
2. Works Manager.
3. Medical Officer
4. Compounder or Pharmacist
5. Nurses.
6. Caretaker
7. Junior Engineer (Electrical)

Placement of 10 Type-IV quarters of Minto Road press Pool at the disposal of the Directorate of Printing for allotment to Officers of transferable post viz. DD/Overseer/Accountant etc.

The undersign is to say that a proposal for placement of 10 type IV quarters belonging to Government of India Press, Minto Road, New Delhi Press Pool, at the disposal of the Directorate of Printing for allotment to the above mentioned officials as and when they are posted to the Head Quarter Office, was sent to the Ministry of Urban Development who have since given their approval to the proposal in question with the following conditions :--

1. The incumbent of the post will not be eligible for allotment of accommodation from General Pool and their application should not be forwarded to the Directorate of Estates for allotment of accommodation from General Pool;
 2. In case the officer is already having a quarter allotted to him in the General Pool, he should surrender the General Pool accommodation within minimum time as per rules in force and accept the Type IV accommodation allotted to him by the Directorate of Printing;
 3. Once earmarking is done, the beneficiary will cease to be eligible for General Pool accommodation; and
 4. In case an Officer who is not entitled for Type IV accommodation, is allotted Type IV he should pay the licence fee for the Type IV quarter only.
2. The earmarking of the aforesaid Type IV 10 quarters is as under :--

Designation of the officers.	No. of qrs. Earmarked
i) Deputy Director (Tech.)	3 Posts
ii) Overseers/Technical Officers	3 Posts
iii) Accountants	4 Posts

3. These 10 quarters will remain/with the Press Pool. The Manager of the Press will be the Estate Officer of these quarters and he will be exercising his powers in terms of the Public Premises (Eviction of unauthorized occupants) Act, 1971. But these quarters will be allotted only on the specific recommendation of the Director (Printing).

4. In pursuance of the above decision of the Ministry of Urban Development this Directorate has taken the following decisions :--

- a) Three quarters which have been earmarked for Overseers/Technical Officers—one quarter may be allotted to Sh. R.K. Gautam, Overseer and another may be regularized in the name of Sh. R.B. Suhag, Technical Officer and out of the 4 quarters earmarked for Accountants, one quarter may be allotted to Sh. A;K. Chowdhry, accountant.
- b) The licence fee for these ten quarter belonging to Government of Idnia Ring Road Press under the occupation of Sh. R.K. Gautam, Overseer, the Manager should take action to get the quarter vacated. He is also requested to take action to recover the dues from Sh. Gautam as per rules/orders as stated above.

This issues with the approval of the Director (Printing).

(O.M. No. 52/63/90-A.IV dt. 30th Septt., 1993)

Procedure for the allotment of shops in the Govt. of India Press Colonies.

The allotment of shops in the Govt. of India Press Colonies are made in accordance with the terms and conditions as laid down by Directorate of Estates from time to time.

ANNEXURE I

Statement showing details of Press Pool accommodation available with the Govt. of India Presses, Dte. of Printing in Delhi and other cities after surrendering vacant Qrs. To CPWD/Dte. of Estates vide Decision taken in the meeting under the Chairmanship of Secretary (UD)

Name of the Press	Availability					
	A	B	C	D	E	EI
G.I.P. Faridabad*	260	485	60	44	7	2
G.I.P. Gangtok	31	28	2	--	--	--
G.I.P. Aligarh	120	144	16	4	01	--
G.I.P. Chandigarh	72	52	8	1	--	--
G.I.P. Ring Road, New Delhi	113	284	16	4	1	--
G.I.P. Coimbatore	185	36	14	4	1	--
G.I.P. Minto Road, New Delhi	78	480	189	21	--	--
G.I.P. Koratty	68	96	6	1	1	--
G.I.P. Nilokheri	120	178	1	3	--	--
G.I.T.B. Mysore	40	20	4	4	1	--
G.I.P. Nasik	165	425	75	21	3	1
G.I.T.B. Bhubaneswar	40	20	4	4	1	--
G.I.P. Forms Unit, Santragachi**	268	289	64	8	1	--
Total	2200	2666	468	155	19	7

*Shown 477 Qrs. vacant out which proposed to be surrendered as per decision.

**GIP Santragachi proposed to surrender 265 surplus quarters as per decision.

ANNEXURE-II

Form of application for allotment on ad-hoc basis or for Allotment/regularization of allotment in the name of son/unmarried daughter/wife/husband of the retired Govt. officer, who has been allotted accommodation from the Press Pool.

Note : APPLICANTS ARE WARNED THAT ANY FALSE STATEMENT WILL RENDER THEM LIABLE TO BE DECLARED INELIGIBLE FOR GOVERNMENT ACCOMMODATION IN ADDITION TO ANY DISCIPLINARY ACTION THAT MIGHT BE TAKEN AGAINST THEM.

1. Name of the applicant-----Son/Unmarried daughter/Wife/Husband of Shri/Shrimati
(in block letters)

2. (a) Office address of the applicant (b) Exact place of duty complete postal address

3. (a) Present Designation (b) Permanent/Quasi-permanent/Temporary.

4. Emoluments actually drawn on the Basic Pay Special Pay, Dearness Pension
Total
commencement on the allotment year during if any pay drawn if any
which the application is made
5. Date since when continuously employed in the Type of which Priority
datePriority date of post under the Central Govt./State Govt. next below type
during the period of Foreign service, if any. for
officers

entitled to type V
and above.
6. (a) Full particulars of the Govt. Quarter allotted to Type of quarter
the retiring Govt. officer.

7. Date of retirement of applicants father, mother, wife or husband as
the case may be and attach a certificate from his/her father's office
indicatin the actual date of retirement and the period of leave such as
refused leave of LPR on full average pay sanctioned to him, if any.

8. Actual date since when the applicant has been residing with the retiring officer in the
Govt. quarter.

9. Details of the member of family should be given below :--

S.No.	Name	Relation-Profession Whether	S.No. of	Address shown on
-------	------	-----------------------------	----------	------------------

Card CGHS	Ship with	entirely	Food	Ration
		dependent on the application	Ration-- CGHS Token Card	card and date issue of the Ration Card, CGHS Card

- 1.
- 2.
- 3.
- 4.
- 5.

9. (a) Whether all outstanding dues in respect of premises in occupation of the retired officers have been paid.

DECLARATION

10. I declare that no other member of my father/mother's family (who is allotted of the present Govt. accommodation) has applied or will apply for out of turn allotment of accommodation on this ground.
11. I also declare that I, my wife, children, father, mother or any member dependent on me do not own a house in Delhi/New Delhi within the limits of any local or adjoining municipality.
 - (i) A declaration and bond in prescribed form duly filled is enclosed in Appendix-I.
 - (ii) An affidavit on non-judicial stamp paper of Rs. 2/- made by me before a Magistrate/Oath Commissioner/Notary Public in the prescribed form is enclosed in Appendix-II.
 - (iii) An affidavit in the prescribed form made by my father/mother/wife, husband before a Magistrate/Oath Commissioner/Notary Public on non judicial stamp paper of Rs. 2/- is also enclosed in appendix-III.
12. I shall keep the family of the retired officer in the quarter to be allotted to me on ad-hoc basis.
13. I under take to clear all the rental arrears due from my father/mother in respect of the Press pool accommodation allotted to him/her till complete vacant possession of the said quarter is handed over to C.P.W.D.
14. I have been living with Shri/Shrimati-----my father/mother/husband/wife in Govt. quarter No.-----since-----
15. I have not been Drawing house rent allowance since-----.
16. No objection certificate for ad-hoc allotment of press pool accommodation to me from my father/mother is enclosed.

Date :

Signature of applicant.

Government of India Press-----

No.-----

The facts stated by the applicant are correct. This is also certified, as shown in the office record, that

(1) Shri/Shrimati-----has been residing with his/her father/mother/wife/husband in quarter No.-----since-----.

(2) Certified that Shri/Kumari/Shrimati-----has not been drawing house rent allowance for the last 3 years preceding his/her retirement. In the case of an officer appointed within a period of 3 years preceding the date of retirement or had been transferred to the place of posting of retiring Govt. servant any time within the preceding three years, the date of appointment or the date of transfer will be applicable for the purpose. It may therefore be certified that he/she has been residing with the retired Govt. servant prior to the date of his/her transfer to the place of posting of retired Govt. servant and that he/she has not been drawing House Rent Allowance since the date of transfer. Item 9(a) of the application has been verified and all outstanding dues in respect of the premises in respect of the retired Govt. servant have been paid.

Signature :

Name/Designation :

Seal

Date :

NOTE : INCOMELETE APPLICATION WILL NOT BE ACCEPTED

APPENDIX-I

DECLARATION AND BOND

I-----Son/daughter of Shri-----have applied for regulation of ad-hoc allotment of a Government residence on the retirement of father/mother husband/wife----- who is an allottee of quarter/bungalow/suit No.-----.

2. I declare that I or my father, mother, brother, unmarried sister, husband/wife or any other member of my family do not own a house or part of a house within the local or adjoining municipality of the place of my duty or the place of my father, husband/wife duty.

3. I further declare that I or my father, mother, brother, unmarried sister, husband/wife or any other member of my family do not own a residential plot or have been allotted/have not built up/have not been allotted any residential plot or by any Co-operative House Building Society or are likely to be allotted a residential plot by such a society of which we are members.

4. I give an undertaking that as soon as my father, mother, myself my brother, unmarried sister, husband/wife or any other member of my family build a house on the plot owned by or allotted to us or allotted to us in future, I shall send an intimation to the (AM.E). within four weeks from the date of completion of the house or from the date from which it is occupied and that I shall vacate the Government residential accommodation, allotted to me on the retirement of my father/mother/husband/wife, within six weeks from the date of completion of the house or from the date some body starts residing in the said house. In case I fail to send such an intimation or to vacate the Government residence within the period mentioned above, the allotment of the Government residence would be deemed to have been cancelled in my name and I shall be liable to pay damages for continued occupation of Government residence at such rate as may be fixed by Government from time to time besides such other action as may be taken by Government including my eviction from the said Government residence. The stamp duties, if any, shall be borne by the Government of India.

Signature :

Date :

Signature

1.-----

2.-----

To be furnished by the dependent

APPENDIX—II

AFFIDAVIT

(To be made before a Magistrate)

I-----, son/daughter of Shri -----
----- who is an allottee of Government quarter No. -----
----- hereby solemnly affirms and declare that I do not own or possess a house or
part of a house either in my name or in the name of my wife or son or unmarried daughter
within the limits of local or adjoining municipality of the place of my posting.

2. I also declare that I or my wife or son or unmarried daughter do not own or possess a
residential plot within the limits of the local or adjoining municipality of the place of my
posting. I further declare that I or my wife or son or unmarried daughter is/was not a member
of any Co-operative house building society.

3. I declare that the above statements are true and correct.

Signature :

Date :

Solemnly affirmed and declared before me.

MAGISTRATE

SEAL

To be furnished by the retired officer

APPENDIX III

AFFIDAVIT

I-----, son/daughter of Shri-----at
present allottee of Government quarter No.-----and a
permanent resident of Distt.-----do hereby solemnly affirm and
declare that I do not own or possess a House either in whole or in part, in my own name or in
the name of my wife or son or unmarried daughter, in the local or adjoining municipality of
the place of my posting.

2. I further declare that I or my wife or my son or unmarried daughter do not own or
possess a residential plot in the place of my posting.

3. I also declare that I or my wife or son or unmarried daughter is not a member of any
Co-operative house building society.

4. I declare that the above statements are true and correct.

Signature :

Date :

Solemnly affirmed and declared before me.

Magistrate :

Seal.

DECLARATION

- 11. I declare that no other member of my father/mother’s family who is allottee of the present Govt. accommodation will apply for out of turn allotment of accommodation on this ground.
- 12. I also declare that I, my wife, children, father, mother or any member dependent on me do not own a house in Delhi/New Delhi.
- 13. (a) A declaration and bond in prescribed form duly filled is enclosed in Appendix-I.
- (b) An affidavit on non-judicial stamp paper of Rs. 2/- made by me before Magistrate/Oath Commissioner/Notary Public on non-judicial stamp paper of Rs. 2/- is also enclosed in Appendix-II.
- (c) An Affidavit in the prescribed form made by my father/mother/wife/husband before a magistrate/oath Commissioner/Notary public on non-judicial stamp paper of Rs. 2/- is also enclosed in Appendix III.
- 14. No objection Certificate for ad-hoc allotment of Press pool accommodation to me from my father/mother is enclosed.
- 15. A copy of death certificate is enclosed.
- 16. I shall keep the family of the deceased officer in the quarter to be allotted to me on ad-hoc basis.
- 17. I undertake to clear all the rental arrears due from my father/mother in respect of the press pool accommodation allotted to him/her till complete vacant possession of the said quarter is handed over to Central Public Works Department.

Signature of the applicant.

Name of the Press-----

No.-----New Delhi, dated the -----

The facts stated by the applicant are correct. It is also certified, as shown in the office record, that Shri/Smt./Kumari-----has been residing with his/her father/mother in Government quarter No.-----since-----

Certified that Shri/Kumar-----is working in Govt. of India Press,-----which is an eligible Office.

**Certified that Shri/Smt. Kumari-----has been employed as-----on compassionate ground of death of his/her/mother/father/husband.

Certified that Shri/Smt./Kumari-----has not been drawing house rent allowance with effect from -----.

Signature :

Name/Designation

Seal :

Date :

**Delete if not relevant.

Note : Incomplete application will not be accepted.

APPENDIX—I

Declaration and bond

I,-----son/daughter/wife/husband of Late-----have applied for regularization of ad-hoc allotment of Government residence on the death of my father/mother/husband/wife-----who was an allottee of quarter No.-----.

2. I declare that I or my father, mother, brother, unmarried sister, husband/wife or any member of my family do not own a house or part of a house within the local or adjoining municipality of the place of my duty or the place of duty of my father, husband, wife.

3. I further declare that I or my father, mother, brother, unmarried sister, husband, wife or any member of my family do not own a residential plot or have been allotted but have not built up/have not been allotted any residential plot by any co-operative house building or likely to be allotted a residential plot by such a Society of which we are members.

4. I give an undertaking that as soon as my father, mother, myself, brother, unmarried sister, husband/wife or any members of my family builds a house on the plot owned by or allotted to us in future, I shall send an intimation to the Asstt. Manager (Estate) within four weeks from the date of completion of the house or from the date from which the same occupied and that I shall vacate the Govt. residential accommodation allotted to me on the death of father/mother/husband/wife within six weeks from the date of completion of the house. In case, I fail to send such an intimation or to vacate the Govt. residence within six weeks from the date of completion, the allotment of the Government residence would be deemed to have been cancelled in my name and I shall be liable to pay damages for continued occupation of Govt. Residence as such rate as may be fixed by Government from time to time besides such other action as may be taken by Government including the eviction from the said Government residence. The stamp duties if any shall be borne by the Government of India.

Signature-----

Date-----

Signed in the presence of the :

1.-----

2.-----

To be furnished by the applicant

APPENDIX—II

AFFIDAVIT

(to be made before a magistrate)

I-----son/daughter/wife of-----who was an allottee of Government quarter No.-----hereby solemnly affirm and declare that I do not own or possess a house or part of a house either in my name or in the name of my wife or unmarried daughter or my late mother, father husband within the limits of local or adjoining municipality or the place of my posting.

I also declare that I or my wife, son or unmarried daughter do not own or possess a residential plot, within the limits of the local or adjoining municipality of the place of posting. I further declare that I or my wife, son or unmarried daughter is/are not member of any Co-operative House Building Society.

I declare that the above statements are true and correct.

Signature-----

Date-----

Solemnly affirm and declared before me.

Magistrate-----

Seal :

To be furnished by the Wife/Husband of the deceased allottee

APPENDIX—III

(To be made before the magistrate)

I-----Wife/husband of late-----at present allottee of Govt. quarter No.-----and a permanent resident of-----do hereby solemnly declare that I do not own or possess a house either in whole or in part, either in my name or in the name of my late wife/husband or son or unmarried daughter, in the local or adjoining municipality of the place of my posting.

I also declare that I or my wife, son or unmarried daughter is not a member of any Co-operative House Building Society.

I declare that the above statements are true and correct.

Signature-----

Date-----

Solemnly affirm and declared before me.

Magistrate.

Seal.

ANNEXURE—IV**PROCEDURE FOR APPLYING FOR AD-HOC ALLOTMENT ON MEDICAL GROUNDS**

In the case of physically handicapped persons it should accompany :

1. Requests of the applicant on plain paper.
2. Original Medical Certificate relating to physical disability/deformity (from which a Govt. servant is suffering) from a Medical Board of a Govt. Hospital duly countersigned by the Medical Superintendent of the Hospital;
3. Post card size photograph clearly showing affected portion and the extent of the disability/deformity duly attested by the Doctor concerned;
4. D.E.—2 application form and House owning declaration duly filled in by the applicant, verified and endorsed by the competent authority with rubber stamp affixed on it;
5. Full; particulars of present accommodation occupied by the applicant showing house member, locality, and number of rooms occupied with the name of the owner/allottee;
6. Details of family members living with the applicant including his brothers and sisters with their occupation, if any;
7. A certificate to the effect that the applicant has not applied earlier for allotment of Govt. accommodation on medical grounds.

Pulmonary T.B. :

1. Request of the applicant on plain paper.
2. Recent Original medical Certificate from a Govt. T.B. Hospital/recognized T.B. clinic/T.B. Institution/Sanatorium/Municipal Corporation T.B. Hospital/Chest Clinic Govt. which should not be more than one month old and should be signed by a Board of Doctors comprising of atleast two Doctors, out of which one should be Specialist. The Medical Certificate should be countersigned by the Chief Medical Officer/Medical Superintendent/Controlling Officer of the Hospital/Institution/Clinic concerned.
3. T.B. X-Ray taken not more than one month old containing the name of the patient duly attested by the Medical Officer concerned with his rubber stamp affixed on it.
4. D.E.-2 application form and House owning declaration, duly filled in by the applicant verified and endorsed by the competent authority with their rubber stamp affixed on it.
5. Details of family members living with the applicant.
6. Full particulars of present accommodation occupied by him showing house number, locality, number of rooms occupied and name of the owner/allottee.
7. A Certificate to the effect that the applicant has not applied earlier for allotment of Govt. accommodation on medical grounds.
8. The certificate from applicant's office in case the applicant is self a T.B. patient certifying that Shri/Smt./Kumari-----is still on medical leave. If

not, whether he/she has resumed his/her duties after furnishing fitness certificate from the Doctor concerned and if so, an attested copy of the fitness certificate may please be furnished.

MALIGNANT CANCER :

1. Request of the applicant on plain paper.
2. Recent Original Medical Certificate from a Government Hospital/Cancer Specialist/Cancer Treatment Centre not more than one month old, signed by a Board of Doctors comprising of at-least two Doctors out of which one should be Specialist. The Medical Certificate should be counter-signed by the Chief Medical Officer/Medical/Superintendent/Controlling Officer of the Hospital.
3. D.E.-2 application form and House owning declaration, duly filled in by the applicant, verified and endorsed by the competent authority with his rubber stamp affixed on it.
4. Details of family members living with the applicant.
5. Certificate to the effect that the applicant has not applied earlier for allotment of accommodation on medical grounds.

Heart Ailments

1. Request of the applicant on plain paper.
2. Recent original medical Certificate from a Medical Board of a Government Hospital duly countersigned by the Medical Superintendent of the Hospital.
3. DE—2 application and house owning declaration duly filled in by the applicant verified and endorsed by the competent authority with his rubber stamp affixed on it.
4. Details of family members living with the applicant.
5. Certificate to the effect that the applicant has not applied earlier for allotment of accommodation on medical grounds.

NOTE :

In the case of physically handicap, the percentage of disability according to American Academy scale if less than 40%, the request is normally liable to be rejected. In the case of Pul. T.B., if the sputum for A.F.B. is negative the request is liable to be rejected. In case the Cancer is non malignant and the patient is not under active treatment the request is liable be rejected.

ANNEXURE—V

Government of India

(Application for sending prior intimation regarding sharing of accommodation)

1. Name
2. Designation & Office Address
3. Particulars of accommodation under occupation :
Type
Quarter No.
Sector/Block/Colony
4. Particulars of the Allottee Name Relationship Age
Officer & his family
5. Particulars of the Sharer—
Name, Designation & Office
Address.
6. Particulars of Sharer's Name Relationship Age
family.
7. Rent charged from the Sharer
8. Whether the officer or
wife/husband or dependent
children own any house or
flat at the station of posting
within the limits of local or
adjoining municipality. If so,
full details.

To

The Asstt. Mnager (Estates) GIP-----

Signature-----

Designation-----

DATE

ANNEXURE—VI

Procedure to be adopted to detect subletting—Disposal of complaints.

The undersigned is directed to say that this Directorate has been receiving a number of appeals and complaints regarding subletting of Press Pool accommodation. Rule 17 of the Allotment Rules provides that no officer shall unauthorisedly sublet the accommodation allotted to him, either partially or wholly. Violation of this rule is punishable under Rule 18 of the Allotment Rules.

The procedure to be adopted for the quick disposal of the complaints whether genuine or anonymous/pseudonymous, has been engaging the attention of this Directorate and in continuation of this directorate's Office Order No. 7/31/62-A.II dated 11-11-1977 it has now been decided to lay down the following procedure :--

- (i) On the receipt of a genuine complaint of subletting if it is felt that there is substance in the complaint, in the first instance discrete enquiries should be made from the neighbours and the quarters be inspected by a gazetted officer. Thereafter, if it is suspected that the quarter has been sublet, the A.M.(E) may examine and decide whether there is a *prima-facie* case of subletting.

In case where the complaint is anonymous or where it appears to be pseudonymous, it is left to the A.M.(E) to decide whether action as above may be taken or not.

As per rule 18 of the Allotment Rules, the Asstt. Manager (Estates) is the competent authority to take action in case of subletting and it is left to him to carry out the inspection of the quarters by such gazetted officer as he may think necessary and may include any employee(s) to assist in the inspection. However, it may not be desirable to include any representatives of the unions of the employees for this purpose.

- (ii) If the Asstt. Manager (Estates) is *prime-facie* satisfied that a case of subletting has been made out, he will issue a notice under the relevant rules to the allottee to show cause why penalties for subletting prescribed under rule 18 of the Allotment Rules may not be imposed on him. By means of this notice, the allottee will be asked to bring up both oral as well as documentary evidence (such as radio licence, ration card, C.G.H.S. card, correspondence etc.) on the date fixed. The same date may also be fixed for calling witnesses/neighbours, etc. who might depose regarding subletting. The evidence of the allottee has to be taken in the beginning and thereafter that of the Department. The witnesses shall be examined in the presence of the allottee who shall have the right to cross-examine the witnesses produced by the Department.
- (iii) If, after the evidence of the Department and the allottee, the Asstt. Manager (Estates) considers it necessary, he may inspect the quarter in the presence of the allottee and record his note of the inspection. This inspection will be done only in rare cases where the evidence so warrants.
- (iv) After considering the cause, if any, shown by the allottee and weighing the evidence and after giving him a reasonable opportunity of being heard, the Asstt. Manager (Estates) will record a reasoned order.

(v) The gazetted officers of the Press may be deputed every month in rotation for random inspection for detecting subletting subletting cases in the Press Colonies.

(vi) The necessary forms to be used are enclosed.

Govt. of India Press-----
 DETAILS OF INSPECTION CARRIED OUT AT-----
 -----ON-----

Qrs. No.

Type

Name of the allottee as ascertained at the time of Inspection

Whether found at the premises

No. of families staying

Name of the heads of the families, their designation and office address.

No. of :

(a) Ration Card of the occupant and the details of the family, date of issue and address shown therein.

(b) CGHS Identity Card No. and date of issue and address.

(c) Radio/T.V. Licence No. and date of issue and address

State with firm view, whether *prima-facie* there is any subletting full/partial suspected :

Name and signature of the
 Inspecting Officer with Stamp and date.

Government of India Press

1. Date of inspection

2. Name of locality

3. Garrage number

4. Nature of misused noticed such as

(i) residential or

(ii) running of shops

5. In case used for residential purpose please indicate the name of persons staying, their occupation, date from which staying, rent paid.

Name and signature of the
Inspecting Officer with Stamp and date.

Registered A.D.

No.

Government of India

Government of India Press-----

Dated, the-----

NOTICE

As a result of enquiries made it has been reported that you have partially sublet Qr. No.-
-----to some unauthorized persons in contravention of
the provisions contained in (Rule 17) of the Allotment Rules.

2. You are, therefore, hereby directed to show-cause on or before-----
-----as to why :-

- (1) You should not be declared ineligible for Government accommodation for a period of 3 years from the date of vacation of the quarter which has to be within the permissible limit of 60 days; and
- (2) You should not be charged four times standard licence fee under F.R. 45-A with effect from the date of issue of orders to the date of vacation of the quarter, if the same falls within the permissible limit of 60 days.
- (3) You should not be debarred from sharing the residence for a specified period in future as may be decided.

3. In case you desire to be heard in person, you may appear before the undersigned on--
-----with all the evidences, if any viz. CGHS Identity Card, Ration Card, Radio Licence, Letter or Covers of the letters received by you at you quarter's address, Saving Bank Account Pass Book, if any, certificates from the authorities of school where your children are studying and any other documents that you may like to produce to prove your normal stay in the Govt. Premises allotted to you, in support of your contention, in (Place)-----at (time)-----.

4. If you do not appear on-----in response to this show cause notice, an ex-parte decision would be taken against you without giving any further opportunity.

5. No conveyance allowance will be admissible.

ASSISTANT MANAGER (STATES)
Regd. A.D.

To

No.

Government of India

Government of India Press-----

Dated, New Delhi, the-----

NOTICE

As a result of enquiries made, it has been reported that you have not been residing in Qr. No.-
-----allotted to you and have completely sublet the same to some

unauthorized persons in contravention of the provisions contained in Rule 17 of the Allotment Rules.

2. You are, therefore, hereby directed to show-cause on or before-----
-----as to why :-

- (1) You should not be declared ineligible for Government accommodation for a period of 3 years from the date of vacation of the quarter which has to be within the permissible limit of 60 days; and
- (2) You should not be charged four times standard licence fee under FR.45-A with effect from the date of issue of orders to the date of vacation of the quarter, if the same falls within the permissible limit of 60 days.
- (3) You should not be debarred from sharing the residence for a specified period in future as may be decided.

3. In case you desire to be heard in person, you may appear before the undersigned on-----with all the evidences, if any, viz. CGHS Identity Card, Ration Card, Radio licence, Letter or covers of the letters received by you at you quarter address. Saving Bank Account/Pass Book, if any, certificates from the authorities of school where you children are studying and any other documents that you may like to procedure to prove your normal stay in the Government Premises allotted to you, in support of your contention, in-----
-----at-----

4. If you do not appear on-----in response to this show cause notice, an ex-parte decision would be taken against you with out giving any further opportunity.

5. No conveyance allowance will be admissible.

ASSISTANT MANAGER (ESTATES)

REGD A.D.

TO

No.
Government of India
Government of India Press-----
Dated, the.....

As a result of enquiries made it has been reported that Motor car garage No.-----
-----allotted to you is being used for some purpose other than the purpose for which it has been allotted and is actually being used for residential purpose, which is breach of the provisions of the Allotment Rules.

2. You are therefore requested to show cause on or before-----as to why, the allotment of the Motor car garage should not be cancelled.

3. In case you desire to be heard in person, you may appear before the undersigned at-----on-----with all the evidences and any other documentary proofs that you may like to produce to prove normal use of the Motor Car garage allotted to you, in-----

4. In case you do not appear on-----in response to this show cause notice, an ex-parte decision will be taken without giving any further opportunity.

5. No conveyance allowance will be admissible.

ASSISTANT MANGER (ESTATES)

To

I, Shri-----allottee of Qr. No.-----
(TYPE)------(Name of colony) appeared before the-----
-----today, i.e.-----and give the following
statement.

- (1) Date of allotment of quarter.
- (2) Details of Ration Card.
 - (a) Card N. and date of issue.
 - (b) Address as entered in the card.
 - (c) No. of members noted in the card.
 - (d) Whether all members are residing in the quarter.
 - (e) If any member is not residing, full particulars of such Members and where they are residing.
 - (f) Whether ration is being drawn regularly.
 - (g) Whether the allottee or any Member of family included in the Card is having Ration Card any where else in India and if so full particulars.
- (3) Particulars of C.G.H.S. Card
 - (a) No. of Card with date.
 - (b) Address as shown in the Card and date on which change of address was made.
 - (c) No. of members included in the Card.
 - (d) Whether all members are staying in this district or area.
 - (e) If all Members are not staying in this District or area, particulars of persons who are not staying.
- (4) Radio Licene if any, date & address.
- (5) T.V. Licence if any, date & Address.
- (6) Saving Bank Accounts etc. at quarter's address.
- (7) Number of letters received at quarter's address.

- (8) Particulars of College/Schools where children are studying (Name of College/School) and No. of Children studying.
- (9) Where you have kept any sharer in the quarter, If yes :--
- Name of the sharer and his profession with details.
 - No. of members.
 - Date from which the sharing is continuing.
 - Is he related to you; if yes, Pl. indicate exact nature of relationship.
 - Rent per month charged.
 - Whether any intimation was given to the Asstt. Manager (Estates) and if so, when.
- (10) Whether you or any other Members of your family own a house in this district or area. If yes, please furnish address.
- (11) Any other details which the allottee may like to give.

I solemnly affirm tht the above information is correct to the best of my knowledge and belief.

Signature :

Place :-----

Name :

Dated :-----

Destination :

Before me.

ASSISTANT MANAGER (ESTATES)

REGD. A.D.

No.-----

Government of India

Government of India Press-----

Dated, the-----

Memorandum

As a result of enquiries made it has been proved that Shri-----
----- has inducted in Qr. No.-----allotted to him, some
Unauthorised person in contravention of the provisions contined in Rule 17 of the allotment
Rules.

2. Under the provisions of Rule 18 of the Allotment Rules it has been decided to debar
Shri-----from the date of removal of all the unauthorized persons,
included by him, from the quarter. In case as a result of subsequent enquiries made Shri-----

-----is found sharing accommodation during the debarred period, a serious view in the matter will be taken.

3. It has also been decided that Shri-----should remove all the unauthorized persons, inducted by him from his quarter-----from the date of issue of this memo. Failing which action will be taken to cancel his allotment.

4. It has also further been decided that Shri-----should be charged-----licence fee under F.R. 45—A with effect from the date of issue of the order to the date of removal of all the unauthorised persons from the quarters.

5. Shri----- is hereby informed according and is also directed to remove all the unauthorized persons from the quarter within the stipulated period and thereafter to furnish a written declaration (duly certified by five of his immediate neighbours giving designation and address) as per proforma enclosed to the effect that he has removed all the unauthorized persons from the quarter and that nobody has been sharing accommodation with him.

6. In case Shri-----is aggrieved against this order, he may prefer a representation to the Director of Printing within the period of 21 days of the date of communication of this order to him.

ASSISTANT MANAGER (ESTATES)

Declaration of Allottee

I-----do hereby declare and clarify that I have been residing in quarter No.-----since-----with my family and that nobody is sharing accommodation. With me since-----. Shri-----kept by me in the quarter has since been removed on-----

Signature -----

Full address :-----

Designation :-----

Date :-----

Certificate from the neighbour

I-----, allottee of quarter No.-----do hereby certify that Shri-----, allottee of quarter No.----- has been residing with his family in the quarter since-----and nobody is sharing accommodation with him.

It is also further certified that Shri-----sharing accommodation with Shri-----has since been removed on-----

Signature -----

Full address :-----

Designation :-----

Date :-----

Regd A.D.

No.-----

Government of India

Government of India Press-----

Dated the,-----

Memorandum

As a result of enquiries made it has been proved that Shri-----has partially sublet Qr. No.-----allotted to him to some unauthorized persons in contravention of the provisions contained in Rule 17 of the Allotment Rules.

2. In exercise of the powers delegated to the undersigned vide Rule 18 of the Allotment Rules, it has been decided to declare Shri-----ineligible for Govt. accommodation for a period of-----years from the date of vacation of the quarter Shri-----is required to vacate the full quarter within the period of 60 days from the date of issue of this Memo. The allotment shall stand cancelled in his favour with effect from the date of vacation of the quarter or the expiry of the period of 60 days from the date of issue of this memo., whichever is earlier.

3. It has also been decided that Shri-----should be charged-----licence fee under F.R. 45-A with effect from the date of issue of the orders to the date of vacation of the quarter, if the same falls with the period of 60 days.

4. In case the quarter is not vacated within the period of 60 days allowed, the allotment shall stand cancelled from the 61st day and from the day to the date of full vacant possession of the quarter is handed over to the CPWD, Shri-----will be liable to pay licence fee at market rate.

5. Shri-----is hereby informed accordingly and is directed to vacate and hand over the full vacant possession of the quarter to the CPWD, Shri-----will be liable to pay licence fee at mark rate.

6. In case Shri-----is aggrieved against this order, he/she may prefer a representation tot eh Director of Printing within the period of 21 days of the date of communication of this order to him/her.

To

ASSISTANT MANAGER (ESTATES)