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**ANNEXURE D: STANDARD LICENCE FEE RATES**

## **HOUSE ALLOTMENT RULES** ❖

### **1.0 SHORT TITLE AND APPLICABILITY:**

- 1.1 These rules shall be called the "House Allotment Rules".
- 1.2 These rules shall come into force with immediate effect subject to such alterations and additions as may be made, from time to time, by the Competent Authority.
- 1.3 These rules shall apply to all residential buildings and premises appertinent thereto, allotted to the employees of the Company to use the same as quarters, under the permission of the Company and in accordance with these rules.

The term building herein includes all constructions, permanent, temporary, semi-permanent, dormitory belonging to or otherwise secured by the Company for the purpose of housing their own employees.

- 1.4 No employee shall have any right to be provided with accommodation by the Company. Subject to the availability of such accommodation, the employees in accordance with these rules, may be permitted to stay in any of the quarters of the company for such periods as permitted, during and in course of their employment under the company. Allotment of quarters to employees shall be for beneficial working of the affairs of the company.
- 1.5 The quarters allotted to house the employee as aforesaid, at all times, before, during and after occupation of the employees shall continue to be in possession of the Company. The employees shall occupy the said quarters as licencees, without having any right or interest in the land and the building concerned.

### **2.0 DEFINITIONS:**

In these rules, the following terms shall have the meaning as laid below:-

- i. 'Allotment' means the grant of permission to employees, to use any quarters of the Company for residential purposes only for such periods as permitted, during and in course of their employment and subject to these Allotment Rules.
- ii. 'CLASS OF QUARTERS' means classification of the quarters to be allotted to the employees as notified by the Estate Department.
- iii. 'COMPANY' means Rashtriya Ispat Nigam Limited with respect to Visakhapatnam Steel Plant.
- iv. 'ESTATE AUTHORITY' means any officer of the Estate Department.
- v. 'IMPROPER USE' means without prejudice to the generality of the term it includes:
  - a. use of the quarters or a portion thereof for any purpose other than the purposes for which it is allotted.
  - b. putting up structures, either permanent, semi-permanent or temporary in the premises thereof, without prior permission.
  - c. permitting any person other than the members of the allottee's family to use the whole or any portion of the quarter permanently or temporarily for consideration or otherwise.

❖ *Approved by Managing Director, Issued Vide AD/EST/V(i) dated 20.04.1983*

- d. tampering in any form, including alteration or extension of the electric lines, water connections, sewage pipes or any other service facilities, that may be in the premises.
  - e. keeping of cows, buffaloes, goats or any such other animals in the premises allotted.
  - f. keeping of any noxious, inflammable and dangerous articles in the premises or making the premises unclean, foul or insanitary.
  - g. carrying on illegal or immoral activities in the quarter or causing nuisance or annoyance to the neighbours or to the employees by the employee himself or any member of his family or any other person residing with him.
  - h. using Company's house for any trade/business/office, by any employee or any of his family members or allowing any other person to so use it and applying for registration giving the house number as the official address of the firm, etc.
- vi\* 'PAY' means the basic pay of the employee including special pay, personal pay, deputation pay, non-practising allowance and such other emoluments of a substantive nature.
- vii. 'STANDARD LICENCE FEE' means the pooled licence fee for any class of accommodation fixed by the competent authority from time to time.
- viii. 'TEMPORARY TRANSFER OF AN EMPLOYEE' means a transfer of an employee which involves an absence for a period not exceeding four months.
- ix. 'TYPE' in relation to an employee means a class of residence which may be allotted to an employee in accordance with classification of houses notified by Estate Department.
- x. 'LICENCE FEE' means a sum payable per month or otherwise for the licence granted to an employee, to use particular quarters of the Company, in accordance with these rules or otherwise.
- xi. 'MARKET LICENCE FEE' means the sum so determined by the Competent Authority to be collected as compensation from any employee for unauthorised use of the quarters of the Company.
- xii. 'EMPLOYEE' means any person on the rolls of the Visakhapatnam Steel Plant in regular cadre.
- xiii. 'UNAUTHORISED USE' means:
- a. use of any quarter without any authority for such use and occupation.
  - b. continuance of use, after the authority under which an employee occupies the quarters under and in accordance with these rules, ceases.
- xiv. 'QUARTERS' means quarters belonging to or secured by the Company including the premises appertinent thereto with outhouses and garages, if any, maintained by the Company to house its own employees for efficient discharge of their duties.
- xv. 'COMPETENT AUTHORITY' means Head of the Town Admn. Department of Visakhapatnam Steel Plant and any other officer specifically authorised by him in this behalf.

❖ *Amended vide Circular No.PL/RR/7(3) dt.9.11.92 (P.P.Circular No.17/92)*

### **3.0 APPLICATION FOR ALLOTMENT:**

- 3.1 The Company is not bound to provide residential accommodation to any employee but subject to availability of accommodation maintained by the Company to house its own employees. The employee may on application, be given quarters, for residence for such periods as may be directed by the Competent Authority subject to and in accordance with these rules. Any employee who desires to reside in any of the quarters of the Company in accordance with and under these rules, may apply to the Estate Department in the prescribed form for the purpose.
- 3.2 No employee shall be allotted a separate quarter under these rules, if the wife or husband, as the case may be, of the employee has already been allotted with quarters, unless such quarters are handed over to the Estate Deptt. in the first instance.
- a. Where two employees in occupation of separate quarters allotted under these rules marry each other, they shall within one month of the marriage, leave one of the quarters.
  - b. If quarters are not vacated, as required as above, the allotment of the quarters of the lower type shall be deemed to have been cancelled on the expiry of the said period and if the quarters are of same type, the allotment of such one of them, as the Competent Authority may decide, shall be cancelled on the expiry of such period.
  - c. Where both husband and wife are employed in the Company, allotment of quarters to them under these rules shall be considered independently. Whosoever is allotted quarters first, both shall occupy the same subject to allotment of a higher type of quarters to any one of them subsequently on seniority. The licence fee shall be payable for such quarters by the person in whose name the allotment shall stand.
  - d. If the husband and the wife are found to be using separate quarters on allotments made previous or subsequent to their marriage, due to suppression of the said fact, the allotment of both quarters shall be deemed to be cancelled either from the date of marriage in case of previous allotments or from the date of allotment, subsequent to their marriage. They shall be deemed to be in unauthorised use of the said quarters with effect from the aforesaid dates.
- 3.3 The following categories of employees also are not eligible for allotment of Company quarters:
- a. An employee who is the owner of a house, in full or part, whether in his/her name or in the name of any other dependent member of his/her family, within 8 Kms radial distance from his/her place of posting.
  - b. Since after the allotment of Company's quarters, if the employee has become the owner of the house, in full or part, whether in his/her own name or in the name of other dependent members of his/her family, within 8 Kms. radial distance from his/her place of posting, on his/her so becoming the owner of a house, he/she shall be required to inform the position to the Estate Section within a period of 7 days. In case of his/her failure to do so, the allotment of the quarters is liable to be cancelled and he/she shall be treated as an unauthorised occupant of the quarter.
  - c. An employee belonging to joint family or otherwise, whose land and/or house has been acquired for the Company and has been offered a plot in the Rehabilitation Centre.

### **4.0 PREPARATION OF SENIORITY LIST:**

- 4.1 Employees once having applied for accommodation or having accepted an allotment, shall be considered for allotment, of higher type of quarters subject to availability as and when due to increase in their pay, they can be allotted a higher class of quarters.

- 4.2 Seniority lists for different types of accommodation shall be prepared by the Estate Department on the basis of applications submitted by the employees and or persons already occupying Company's quarters, on the basis of changes in their pay. The draft seniority lists shall be circulated giving specified time for the objections to be received and final seniority lists shall be published by the Estate Department thereafter.
- 4.3 Applications received for inclusion of names in the seniority lists after the seniority lists are published will be entered in supplementary lists and the original seniority lists shall accordingly be updated once in a year.
- 4.4\* The seniority lists for allotment of different types of quarters shall be prepared taking into consideration the date from which the employee draws the requisite pay / enters the requisite grade so as to be permitted to use the particular type of quarters.
- (i) Two or more employees, if found to be in the same position in the list for A(M)/ A/ B(M)/ B type quarters , inter-se seniority amongst them shall be determined taking into consideration. shall be determined taking into consideration :
- a . their length of service;
  - b. the quantum of pay at the time of the seniority; and
  - c. their age.
- (ii) Two or more employees, if found to be in the same position in the list for C/C-D/ D type quarters and ED Bungalows, inter-se seniority amongst them shall be determined taking into consideration:
- a. present grade and grade entry date
  - b. grade entry date(s) in the below grade(s)
  - c. date of joining VSP
  - d. date of birth
- 4.5 The name of an employee coming on transfer from the other units of SAIL will be entered into the published seniority list on application within 30 days of joining his duties at Visakhapatnam, if not, his application and his name may be entered in the supplementary seniority list.
- 4.6 The name of a person who surrenders his accommodation while proceeding on leave may be entered in the published seniority list provided such an employee makes an application for inclusion of his name in the seniority list within 30 days of joining back his duties at Visakhapatnam. If not his application is to be treated as a fresh application and his name may be entered in the supplementary seniority list.

## **5.0 ALLOTMENT:**

- 5.1 Save as otherwise provided in these rules, all allotments will be made by the Estate Authority according to seniority, in the published seniority list for such type of accommodation matched with chronological order or availability of quarters of that type.
- 5.2 Quarters of a higher type may be allotted to a person of lower pay only when no employee desirous of getting accommodation is in the seniority list for that type of quarter. In such an event, the quarters shall be offered to the senior most employee in the seniority list of the lower type of quarters, who opts for allotment of the higher type of quarters. A lower type of quarters, to an employee in the seniority list for higher type of quarters may not ordinarily be allotted under these rules.

## **6.0 LICENCE FEE:**

- 6.1 Save as otherwise provided, Licence fee for quarters allotted to the employees shall be collected on the following basis, subject to revision due to increase in pay of the employees.
- a. 5% of the pay or standard licence fee whichever is lower in case of employees drawing pay upto Rs.470/- pm.

\* Amended vide Personnel Policy Circular 03/2011, dated 05.03.2011 effective from 02.03.2011

- b. 7 1/2 % of the pay or standard licence fee whichever is lower in case of employees whose pay is Rs.471/- to Rs.770/- p.m.
- c. 10% of the pay or standard licence fee whichever is lower in case of employees drawing pay above Rs.770/- .

With respect to joint accommodation existing or if allowed, the licence fee charged will be in case of the category as mentioned in clause (a) above 2 1/2% of the pay, in case of (b) above, 3 3/4% of the pay, and in case of (c) above, 5% of the pay or proportionate standard licence fee whichever is lower, of each of the occupants.

Consequent to the revision of pay scales of Non-executive employees with effect from 1-1-89, recovery of House Rent shall continue to be on the pre-revised basic pay in respect of Plant-based Non-Executive employees posted at Visakhapatnam, Jaggayyapeta and Madharam. The pre-revised basic pay for these purposes shall be calculated as given hereunder:

\* For recovery of House Rent, the pre-revised basic pay will be calculated by subtracting Rs.970/- from the revised basic pay.

**NOTE:** The Standard Licence Fees for different categories of quarters in force from 1-4-90 are given at ANNEXURE - D

- 6.2 For unauthorised use of Company's quarters, market licence fee shall be charged for the period of such unauthorised use.
- 6.3 The employees using quarters allotted to them shall be personally liable to pay licence fee. They shall also be liable to pay the service charge such as supply of electricity, water, conservancy etc., payable at such rates as shall be determined by the Competent Authority and notified generally. However, the licence fee and other service charges shall be deducted by the Company, month to month or otherwise from the pay of the employees. Such deductions shall be deemed to be authorised deductions. Beyond such deductions, if at any time, any arrear on one said count remains, the employees shall be liable to pay the same, and the same, if not otherwise satisfied, may be deducted from other dues of the employees, if available.
- 6.4 No reduction of charges or compensation shall be claimed by the employees for defects or temporary breakdown of electrical or irregular supply of water or conservancy services during the period of use of the quarters by the employees.

## **7.0 OUT OF TURN ALLOTMENT:**

- 7.1 Out of turn allotment of quarters may be made by the Competent Authority in any one or more of the following circumstances.

Allotment of quarters on out of turn basis shall be ordinarily of the type of quarters commensurate with the pay of the individual employee in the latest quarter seniority list.\*

- a. If any employee expires or is declared permanently medically unfit and his/her son/daughter is either in employment or is taken in the employment of the Company on compassionate grounds and in case the deceased/ex-employee had been allotted quarters, the son/daughter may be allotted quarters.

In the event of the death, or removal on being declared permanently medically unfit of any employee, if his widow/wife is either in employment or is taken into employment on compassionate grounds, she may be allotted a house compatible with her pay even if the husband had not been allotted quarters.

Allotment of quarters out of turn to the son/daughter /widow /wife of a deceased employee or an employee removed from service on being declared permanently medically unfit will not be made if any of his sons or daughters or his wife has already been provided with quarters.

- b. When some specialist in any field, is employed and if provision of quarters, is a precondition of his appointment, he may be allotted quarters.
- c. If any employee is injured on duty, and on humanitarian grounds it is required to give him a comfortable accommodation on temporary basis, an out of turn allotment of quarters for a temporary period may be made in his favour. Such allotment shall not ordinarily exceed a period of one year.
- d. In case of transfer of employees from any other unit of SAIL in the interest of the Company, and not on his own request, accommodation may be provided to him in case such accommodation was availed of by him in the other unit and he makes an application to the Estate Department within 30 days of his joining duties at Visakhapatnam. If accommodation of the type which could be allotted to him is not available he may be allotted a lower type of quarters till suitable quarters are made available for him.
- e. In case of unattached women employees, dormitory type of accommodation may be allotted to them subject to availability.
- f. Employees under deputation from other Government Organisations, Central or State, on the specific recommendation of the concerned Head of Department, may be given an out of turn allotment.
- g. If an employee whose services were terminated, hands over the quarters allotted to him in due time, he may, if reappointed be allotted a quarters provided he applies for same within 30 days of his reappointment and if the house occupied earlier had been allotted on the basis of seniority.

7.1.1 The Competent Authority as at Clause 7.1 above shall mean executive not below E-8 Grade in Town Administration Department or such authority to whom the power is delegated.\*

7.1.2\* Further to the guidelines at Clause 7.1, the guidelines as under will also be followed for out of turn allotment of quarters:

1. Allotment of quarters on out of turn may be considered in respect of self, spouse or dependant children (and not parents or other dependents) only **on 'medical' grounds** in cases involving:
  - (a) Injury on duty causing loss of lower limbs
  - (b) Cancer
  - (c) Cardiac cases
  - (d) Paralysis
  - (e) Renal failure and
  - (f) Any other debilitating disease as may be specified by Medical Department
2. The Medical Board after examination of each such case will give its recommendations within a fortnight of receipt of applications as to whether the case merits consideration for out of turn allotment of quarter and forward the same to HoD of Town Admn Deptt., through HoD, Medical Deptt.
3. A separate seniority list of 'Out of turn Priority' will be maintained by Estate Section for each type of quarters. While processing applications for allotment of quarters on out of turn basis, no preference for specific quarters, sector, etc. would be given and the first available quarter will be allotted to the first employee as per the seniority list of 'Out of turn Priority'.

\* Amended vide PP Circular 8/2009 dated 6.6.2009

4. If an employee in the seniority list of 'Out of turn Priority' does not occupy the allotted quarter as per the above procedure, then his / her name will be deleted from the OOT priority list. However on receipt of a written request from the employee duly forwarded by HoD concerned/Executive in E-7 grade or above within 2 weeks of such allotment, with valid reasons to Estate Section/Town Admn Deptt., the employee's name will be enrolled at the bottom of the seniority list of 'Out of turn Priority'. In the event of failure to occupy the quarter on second allotment, the name of the employee would be deleted from the seniority list of 'Out of turn Priority'. Any further request for out of turn allotment of quarter will only be considered afresh.
5. Normally, an employee may be allotted quarter on out of turn basis only once in his/her service period.

7.2\* On administrative exigencies, out of turn allotment of quarters may be considered on the recommendations of concerned Functional Director and Director(Personnel) for approval of CMD

## **8.0 TEMPORARY ACCOMMODATION:**

8.1 On request of an employee of the company provided with quarters, the Estate Authority may allot another quarters to him for a temporary period not exceeding seven days on emergencies or for social functions like marriage, thread ceremony etc., on payment of market licence fee for the period of such allotment in advance. In case the quarters is not vacated on the expiry of the period for which the quarters was allotted temporarily the earlier allotment of quarters to him shall be cancelled and he shall be treated to be in unauthorised use of both the quarters.

8.2 The quarters so permitted to be used by the employee may be inspected by any officer of the Company Authority specifically or generally at all hours of the day. The officer may inspect, after due notice any part of the premises, to see as to whether the building and the premises, furniture and fittings etc., of the Company are kept in proper order or not and as to whether the building premises are put to any improper use by the employee. The employee shall be bound to allow the officers authorised to carry on such inspection.

While so inspecting, the officer concerned shall give opportunity and time to purdanashin ladies to be out of the rooms inspected.

Provided that the inspection unless urgently required and so permitted by the Estate Authority shall not be done at any time during the night time between 6 PM to 6 AM .

In case the employee obstructs such inspection, the officer concerned shall under his signature report the fact to the Competent Authority and the Competent Authority by notice may require the employee to vacate the quarters within 7 days from the date of notice. In case of non-vacation, the employee shall be treated to be in unauthorised use of the quarters.

## **9.0 OCCUPATION:**

9.1 On allotment the employee has to occupy the quarters within seven days from the date of allotment. For double occupation of the quarters during this period he will be charged normal licence fee from the third day of the date of occupation of the newly allotted quarters. However, for double occupation of quarters after seven days from the date of allotment, the employee will be liable to pay market licence fee till the date of vacation of either of the quarters. In case he does not so occupy within the said time or within an extended period of not more than 3 days, if granted by the Estate Authority, the allotment shall stand cancelled and the name of the employee shall be removed from the seniority list to the supplementary list. Licence fee and other charges shall be paid for quarters from the date of actual occupation, or as stipulated in the allotment order.

\* Incorporated vide PP Circular 8/2009 dated 6.6.2009



9.2 Once quarters are allotted, ordinarily an employee is to remain in it subject to the conditions of these rules as long as he is in service and subject to the condition that if his pay goes up, he may be required to go into a higher type of quarter as has been provided in these rules. On any emergency or if so decided by the competent authority, an allottee may be asked to leave the quarter at any time with one month's notice, and move to the alternative quarters allotted to him. However, if he does not leave the quarters within the said period he shall be deemed to be in unauthorised use of the quarters.

An employee, if he so desires, may at any time, inform the Company of his intention to leave and vacate the quarters. Once intimation to the Company is given, the employee has to leave the quarters on the day as communicated by him for such vacation. In case he continues thereafter in the quarters unless so permitted by the Estate Authority, it shall be deemed to be an unauthorised occupation.

In case anybody desires to vacate allotted house for a period exceeding one year, he may so communicate and vacate the house on the day intimated by him for such vacation. Only under such circumstances, he may be allotted another quarters after the expiry of the period for which he vacates the quarters.

9.3 Quarters allotted to an employee may be retained for such periods as are mentioned in Column 2 below on the happening of the events mentioned in Column 1, but the employee or his family members occupying the quarters on the happening of any event mentioned in Column 1 below shall inform the Estate Department about the happening of such event. Use of the quarters, beyond the periods mentioned in Column 2 for happenings in Column 1 shall be deemed to be unauthorised use of the quarters.

Under any reasonable circumstances, the Chairman-cum-Managing Director may extend the period mentioned in column 2 if and when any such occasion arises. In case of such extension the quarters shall be vacated at the end of such periods of extension and handed over to the Company. In case it is not so handed over the use of the quarters shall be deemed to be an unauthorised occupation. For the period authorised in column 2 below, the licence fee payable shall be as was payable till the date of the happening of the event mentioned in column 1 and if any extension is sought and granted, the licence fee for the said extended period for the quarters shall be payable at the market rates.

✧ **Clarification:** Market licence fee is chargeable in the following cases:

- i. An employee in unauthorised occupation of company accommodation/leased accommodation.
- ii. Former employees permitted by the Competent Authority to retain the quarters beyond the permissible period provided in the House Allotment Rules.

In case of authorised retention of house as under rules guidelines vide IOM No.PL/RR/5(5)/357 dt.25.4.1994 for the period of such authorised occupation, licence fee payable shall be as was payable till the date of transfer. In case, an employee does not vacate the quarters even after expiry of the authorised period i.e. not exceeding six months, or such period as may be authorised by CMD, market licence fee becomes chargeable.

In respect of former employees, only in suitable/deserving cases based on specific request of the employee, Competent Authority, may permit overstaying on normal licence fee. Otherwise, in these cases, for the period of retention beyond the permissible retention period, Quarters Retention charges would be charged in addition to the Market Licence Fee as under:

✧ *Amended vide PP Circular No.10/2007(No.PL/RR/7(3)/785) dated 16.10.2007, effective from 19.08.2006.*

## A. Retirement/Voluntary Retirement

| Category   | Type of Quarters/charges (Amount in Rs.)   |                        |                        |                      |
|--|--|------------------------|------------------------|----------------------|
|  | D  | C                      | B                      | A                    |
| 1. Beyond two months after retirement but upto four months,<br><br>Market Licence Fee plus Quarters Retention charges on lower slab. | 3179+<br>2000=<br>5179   | 1504+<br>1000=<br>2504 | 1100+<br>100 =<br>1200 | 895+<br>100=<br>995  |
| 2. Beyond four months upto six months,<br>Market Licence Fee plus Quarters Retention charges on higher slab.                         | 3179+<br>3000=<br>6179   | 1504+<br>2500=<br>4004 | 1100+<br>300 =<br>1400 | 895+<br>200=<br>1095 |
| 3. Beyond six months   | Charges as at 2 above and initiation of eviction proceedings, disconnection of service facilities would be taken up. |                        |                        |                      |

## B. Resignation

| Category  | Type of Quarters/charges(Amount in Rs.)  |                        |                        |                      |
|---|--|------------------------|------------------------|----------------------|
|   | D  | C                      | B                      | A                    |
| 1. Beyond one month after resignation but upto three months,<br>Market Licence Fee plus Quarters Retention charges on lower slab. | 3179+<br>2000=<br>5179   | 1504+<br>1000=<br>2504 | 1100+<br>100 =<br>1200 | 895+<br>100=<br>995  |
| 2. Beyond three months upto five months,<br>Market Licence Fee plus Quarters Retention charges on higher slab.                    | 3179+<br>3000=<br>6179   | 1504+<br>2500=<br>4004 | 1100+<br>550 =<br>1650 | 895+<br>450=<br>1345 |
| 3. Beyond five months   | Charges as at 2 above and initiation of eviction proceedings, disconnection of service facilities would be taken up. |                        |                        |                      |

## C. Death

| Category   | Type of Quarters/charges(Amount in Rs.) |      |      |     |
|--|---|------|------|-----|
|  | D                                       | C    | B    | A   |
| 1. Beyond two months but upto the end of the academic year.<br>Market Licence Fee plus Quarters Retention charges on lower slab. | 3179                                    | 1504 | 1100 | 895 |

In cases of separation on death, Competent Authority may permit retention of quarters beyond two months on normal licence fee, depending upon the criticality of the case/need of the members of deceased employee's family, in relaxation of the norms stated above, even after the end of the academic year on submission of proof relating to any of the members of the family prosecuting studies to the satisfaction of the competent authority.

| EVENTS  | PERMISSIBLE PERIOD FOR RETENTION OF THE RESIDENCE  |
|---|--|
| 1. Resignation, unauthorised absence, dismissal, removal, termination of service. | 1 Month  |
| 2. Retirement including voluntary retirement                                      | 2 Months   |
| 3. Death of the allottee(retention by his family members)                         | 2 Months   |
| 4. Transfer to a place outside Visakhapatnam                                      | **2 Months   |
| 5. On proceeding on deputation in India   | 2 Months   |
| 6. Temporary transfer in India or transfer to a place outside India               | 2 Months   |
| 7. Leave other than refused leave or study leave.                                 | For period of leave but not exceeding 4 months.  |
| 8. Refused leave granted under Rules  | For the entire period of leave on full pay subject to a maximum of 4 months inclusive of the period permissible in the case of retirement. |
| 9.(i)* Study leave in India or outside India.                                     | For the period of entire study leave sanctioned.   |
| (ii) Deputation outside India   | For the period of deputation but not exceeding 6 months.   |

\*\*6 Months under rules vide IOM No.PL/RR/5(5)/357 dated 25.4.94, subject to the employee retaining his family at previous place of posting and not occupying Company accommodation/lease accommodation at the place of transfer.

\* Amended vide PP Circular No,9/93, dt.19.08.93.

\*\*Amended vide IOM No,PL/RR/7(3)/2004/470, dt.3.5.2004 with approval of CMD

10. Leave on medical grounds For the full period of leave.
11. On proceeding on training For the full period of training.

The period permissible on transfer mentioned against item Nos. 4, 5 & 6 above shall count from the date of relinquishing charge plus the period of leave, if any sanctioned to and availed by the employee before joining duty at the new office. In case of S1.No. 4,5,6,9 & 11, such permission to retain the quarters for the period specified on payment of normal licence fee may be given only if the employee does not enjoy the facility of quarters provided by the Company or house rent allowance in lieu thereof at the other unit to which he is transferred or deputed or sent on training.

#### **10.0 PROCEDURE FOR OCCUPATION OF QUARTERS :**

- 10.1 On allotment, the employee concerned shall furnish a declaration in the prescribed form duly countersigned by his Head of Department or any Officer authorised for the purpose with the seal of his office.

On receipt of the said declaration, authorised representative of the Estate Department shall put the employee to the use of the quarters after obtaining the signature in occupation report wherein the details of movables, fittings, and fixtures shall be mentioned. The employee shall be responsible for proper keeping of the fittings, fixtures and other articles, if any, in the premises. The employee shall also be responsible for the proper upkeep of the buildings and premises of the Company. In case of damages to the building and premises of the quarters or damage or loss of any such articles of the Company, the employee shall be liable to compensate the same, on payment of a sum as shall be estimated to be the damages for the same by the Estate Authority. The said amount shall be realised as deduction from the salary of the person concerned or otherwise. Provided that the employee may not be responsible for any damages or loss caused due to any accident, or circumstances beyond the control of the employee. On such event, the employee shall report to the Estate Authority within 7 days from the date of such happening. The Estate Authority, if satisfied, shall issue a certificate to this effect.

In case any employee is dissatisfied with the assessment of damages by the Estate Authority, he may, by a petition, move the Competent Authority in the matter whose decision in the matter shall be final.

- 10.2 An employee shall be given a copy of the occupation report giving details of the fittings etc., in the quarters, signed by the employee and countersigned by the Estate Authority or his authorised representative. Unless the report is signed and given as aforesaid, the employee shall not be permitted use of the quarters. If he tries to remain in occupation without signing the report he shall be deemed to be in unauthorised use and occupation of the quarters.

#### **11.0 VACATION OF QUARTERS:**

- 11.1 When an employee vacates the quarter under any of the circumstances on intimation or otherwise, the Estate Authority or his authorised representative shall go to the quarters, in whose presence the quarters shall be vacated. The representative concerned shall make out a report which should be signed by the employee concerned or his authorised representative. At the time of vacation, the report shall be verified and in case any shortage or damage not accounted for otherwise as per these rules, is found, the same shall be entered in a report by the Estate Authority or any of his authorised representatives and the employee shall be required to give his signature on the said report. In case the employee refuses to sign the documents, the said fact shall be noted under the signature of representative concerned and on such a noting the employee or the members of his family shall be deemed to have concurred to the report so made.

## 12.0 NON-ACCEPTANCE OF ALLOTMENT OF HIGHER TYPE OF QUARTERS

12.1 An employee who is occupying a lower type of quarters, but due to the increase in his pay, is allotted a higher type of quarters, is to move to the new quarters within seven days from the date of such allotment. In case he does not so move within seven days or within such extended period of not more than 3 days specifically granted by the Estate Authority, he shall be debarred for allotment of the same type of quarters again for a period of one year.

## 13.0 CHANGE OF QUARTERS:

13.1 Change of quarters will not ordinarily be allowed. In exceptional cases, for reasons to be recorded in writing the competent authority may, at his discretion, allow a change of quarters. On such an order, within seven days of its communication, the employee is to move to the new quarters allotted and hand over the old quarters in which he was putting up previously.

13.2\* The following guidelines would be followed for **change of quarters** on '**medical**' or '**other**' grounds:

### 1. '**Medical**' grounds:

- a) Change of quarter may be considered in respect of self, spouse, dependant children and parents (and not other dependents) **on 'medical' grounds** in cases involving:
    - i. Injury on duty causing loss of lower limbs
    - ii. Cancer
    - iii. Cardiac cases
    - iv. Paralysis
    - v. Renal failure and
    - vi. Any other debilitating disease as may be specified by Medical Department
  - b) Applications received by Estate Section from employees duly forwarded by HoD concerned/Executive in E-7 grade or above on 'medical grounds' in respect of self, spouse, dependant children, or parents (wholly dependent and residing with the employee) for change of quarters to ground floor or any other floor of same type of quarter where residing or lower type of quarter will be forwarded to HoD, Medical Department once in a month.
  - c) The Medical Board after examination of each such case will give its recommendations within a fortnight of receipt of applications as to whether the case merits consideration for change of quarters to ground floor or any other floor on medical grounds and forward the same to HoD of Town Admn Deptt., through HoD, Medical Deptt.
  - d) On receipt of the recommendations from Medical Deptt., two types of lists would be prepared from the entitled cases, separately for each type of quarter by Estate Section as per the inter-se-seniority of the employees in the recommended list, as under:
    1. those involving self, spouse or dependant children, to be enrolled in the seniority lists of 'Medical Priority'
    2. those involving parents (wholly dependent and residing with the employee), to be enrolled in the seniority lists of 'Medical Priority for Parents'.
2. '**Other**' grounds :
- a) Applications received by Estate Section from employees duly forwarded by HoD concerned/Executive in E-7 grade or above on 'other grounds' will be enrolled in the seniority list of 'General Priority' to be maintained separately for each type of quarters by Estate Section as and when such applications are received.

\* *Incorporated vide PP Circular 8/2009 dated 6.6.2009*

- b) All such applications received by Estate Section from employees on 'other grounds' prior to issue of these guidelines would be recast by Estate Section suitably under the seniority list of 'General Priority' and such of the employees would not be required to submit their applications afresh.
- c) For change of quarters on other than medical grounds, the minimum period of stay in the quarter shall be a period of 3 years\*\*.
3. Separate seniority lists will be maintained in the ratio of 10:9:1 [for general, medical cases of self, wife & dependent children and medical cases of parents (wholly dependent and residing with the employee) respectively] and allotments of the available quarters would be done, whenever the type of quarter requested for change falls vacant.
- 4.\*\*While processing applications on medical grounds for change of quarters, option will be given either for change of floor or change of sector or both.
5. An employee permitted change of quarters on medical grounds once will not be permitted further change of quarters afterwards in the same category/type. Allotment of a ground floor or any other floor quarter on medical grounds or other grounds as per the above procedure will not automatically entitle the employee for allotment of ground floor or other floor quarters when the employee becomes eligible for higher type of quarters. In such case the need for allotment of a ground floor quarter/any other floor quarter will be evaluated afresh by following the aforesaid procedure.
6. If an employee in the seniority list of 'General Priority', 'Medical Priority' or 'Medical Priority for Parents' does not occupy the allotted quarter as per the above procedure, then his / her name will be deleted from the OOT priority list. However on receipt of a written request from the employee duly forwarded by HoD concerned/Executive in E-7 grade or above within 2 weeks of such allotment, with valid reasons to Estate Section/Town Admn Deptt., the employee's name will be enrolled at the bottom of the seniority list of 'Out of turn Priority'. In the event of failure to occupy the quarters on second allotment, the name of the employee would be deleted from the respective seniority list of 'General Priority/ Medical Priority/ Medical Priority for Parents'.
7. An employee can apply in only one of the aforementioned categories i.e. General, medical cases of self, wife & dependent children, or medical cases of parents (wholly dependent and residing with the employee).

13.3\* The Competent Authority as at Clause 13.1 above shall mean executive not below E-8 Grade in Town Admn Department or such authority to whom the power is delegated.

\* *Incorporated vide PP Circular 8/2009 dated 6.6.2009*

\*\* *Amended vide PP Circular5/2010 dated22.03.2010*

#### **14.0 IMPROPER USE:**

- 14.1 In case of improper use, the allotment of quarters to an employee may be cancelled and on such cancellation, the employee shall be required to vacate the quarters and move out of it within 7 days from the date of cancellation of the order. In case he does not vacate or move out of the quarters, he shall be deemed to be in unauthorised use of the quarters.

Provided that the Competent Authority may on application that the improper use has been made without the knowledge or beyond the control of the employee himself, exonerate him on the condition of the employee abating the improper use within a period of 10 days.

#### **15.0 UNAUTHORISED USE:**

- 15.1 An employee who remains in unauthorised use of any quarters on any of the grounds as provided in these rules, may, at any time, be ejected from the quarters under the orders of the Estate Authority or by any officer of the Company so deputed for the purpose or otherwise. On such ejection, he shall be liable to compensate for the loss and damage caused to the quarters, fitting and fixtures therein and the premises appertinent thereto alongwith the furniture and fittings in the premises. He shall continue to remain liable for payment of the licence fee on such basis as would be provided for in the rules, including market licence fee for the period of unauthorised use. The loss and damage as fixed by the Estate Authority may be collected as deduction from his salary or otherwise.
- 15.2 Unauthorised use of the Company's quarters as is provided for in these rules shall be deemed to be a grave misconduct. The employee concerned who remains or is found to be in unauthorised occupation/use of any of the Company's quarters and premises may be dealt with, through departmental disciplinary proceedings for such misconduct apart from the payment of market licence fee or otherwise for the period of unauthorised use.

#### **16.0 GENERAL :**

- 16.1 No employee can, under any circumstances, use more than one quarters of the Company. If any employee due to misrepresentation or otherwise is found to be in possession of more than one quarters and that if he does not report the fact of such use of more than one quarters within 3 days of any such use, he shall be deemed to be in unauthorised use of both quarters. He may, by notice, be required to vacate both the quarters from the date of notice. His name, further, shall be cancelled from the seniority list and if he applies again for accommodation his name shall be entered in the supplementary list.
- 16.2 The quarters so permitted to be used by the employee may be inspected by any officer of the Company authorised for the purpose by the Estate Authority specifically or generally at all hours of the day. The officer may inspect, after due notice any part of the premises to see as to whether the building and the premises, furniture and fittings etc., of the Company are kept in proper order or not and as to whether the building premises are put to any improper use by the employee. The employee shall be bound to allow the officers authorised to carry out such inspection.

While so inspecting, the officer concerned shall give opportunity and time to purdhashin ladies to be out of the rooms inspected.

Provided that the inspection unless urgently required and so permitted by the Estate Authority shall not be done at any time during the night time between 6 PM to 6 AM.

In case the employee obstructs such inspection, the Officer concerned shall, under his signature report the fact to the Competent Authority and the Competent Authority, by notice, may require the employee to vacate the quarters within 7 days from the date of notice. In case of non-vacation, the employee shall be treated to be in unauthorised use of the quarters.

**17.0 INTERPRETATION/CLARIFICATION/MODIFICATION, ETC. :**

- 17.1\* Interpretation/clarification/modification/amendment/special dispensation/formulation of House Allotment Rules etc., are to be processed by or through Policy & Rules Section and put up for approval of D(P)/CMD, as the case may be.
- 17.2 In case of any emergency or in any matter not covered by these rules, and if required for the beneficial enjoyment of the Company of the premises, Competent Authority may give necessary direction in the matter. On promulgation of the said direction, in general or specific, the said direction shall be binding on the employee.

At the time of acceptance of the allotment, the employee himself shall sign an endorsement that he has gone through these rules and he shall in all circumstances be bound by these rules. These rules shall be deemed to be a part of the Allotment Order.

\* \* \* \* \*

❖ *Amended vide IOM No,PL/RR/7(3)/2004/470, dt.3.5.2004 with approval of CMD.*



**ELIGIBILITY SLABS FOR ALLOTMENT OF COMPANY'S QUARTERS**

| Sl.                                      | Type of Quarters | Eligibility Slabs  |   |
|--|------------------|--|---|
|  |                  | Pre-revised  | Revised   |
| 1  | A                | Upto Rs.4972/-   | All employees with basic pay up to Rs. 10892/-                      |
| 2  | B                | Rs. 4973/- to Rs. 14399/-  | Employees with basic pay up of Rs. 10893/- and above                |
| 3  | C                | Rs. 14400/- and above  | Executives in E-2 and above grades with preference to higher grades |
| 4  | CD' (D Modified) | Executives in the scale of E-5 and above with a basic pay of Rs.20300/- and above. Executives in the scale of E-6 and above will be given preference in order of grades.   | Executives in E-6 grade with preference to higher grades.           |
| 5  | D                | Executives in the grade of E-6 and above and drawing a basic pay of Rs. 20800/- and above.<br><br>Executives in the grade of E-7 and above will get preference in order of grades<br><br>Single D-type houses will be considered for allotment preferably to Executives in the scale of E-7 and above with preference to officers in higher grade. In case executives in E-7 & above grade do not opt for a particular D-Type house, the same will be considered for allotment to officers of E-6 grade. | Executives in E-6 grade with preference to higher grades.           |
| 6  | ED Bungalow      | Executives in the grade of E-8 and above   | Executives in E-9 grade**   |
| 7  | LIG              | Upto Rs.6880/-   | ---   |
| 8  | MIG              | Rs.6881/- & above  | ---   |
| ** applicable for future allotments only |                  |  |   |

\* Revised vide Personnel Policy Circular 03/2011, dated 05.03.2011 effective from 02.03.2011

**GUIDELINES REGARDING ALLOTMENT OF ACCOMMODATION TO  
SC/ST EMPLOYEES**

- 1.0 The Board of Directors in their Twelfth Meeting held on 30th September 1983, decided that the guidelines issued by Bureau of Public Enterprises regarding reservation of allotment of accommodation to SC/ST employees be followed in Visakhapatnam Steel Plant.
- 2.0 Bureau of Public Enterprises guidelines are referred in the above paragraph are contained in BPE's Office Memorandum No. 6 (1)78 --BPE (GM-I) dated 20th December, 1978 and are reproduced at Annexure-C.

No. 6(1)/78-BPE (GM-I)  
 Government of India  
 Ministry of Finance  
 Bureau of Public Enterprises

Mayur Bhavan, Cannaught Circus  
 New Delhi, Dated 20th Dec. 1978

Sub : Reservation in allotment of accommodation to SC & ST employees.

The undersigned is directed to refer to BPE's OM. No. F. 6 (7)73 - BPE (IC), dated the 10th April, 1974 on the subject mentioned above in which it was stated that reservation in the general pool accommodation for SC/ST employees entitled to Type I & II quarters was raised from 5% to 10% w.e.f. 24.9.1973 and the question whether similar reservation should also be made for accommodation in Type III and above was being considered by the Ministry of Works and Housing. Accordingly in view of this it would be appropriate for the Board of Directors of Public Enterprises to take note of these steps which Government have taken and to consider whether it would not be desirable to adopt similar measures for reserving a percentage of accommodation for the SC & ST officers in that townships.

The Bureau of Public Enterprises, for some time past, have been receiving queries from many Public Sector undertaking whether the question for reservation in the allotment of accommodation in Type III and above has since been taken by the Ministry of Works and Housing and whether similar provision for reservation is also applicable to the undertakings maintaining their townships. With reference to these queries it is now clarified that it has since been decided by the Ministry of Works and Housing that, till further orders, 5% clear vacancies in Types III & IV should be reserved for allotment to SC & ST employees entitled to these types. The present reservation of 10% in Types I & II will also continue vide Ministry of Works and Housing OM No.12035 (30)/74-POL.II dated 18th September, 1975 (copy enclosed for ready reference). As envisaged in the BPE's OM dated the 10th April 1974, the Boards of Directors of Public Enterprises are also to consider whether it would not be desirable to adopt similar measures for reserving a percentage of accommodation in types III & IV also for Schedule Caste and Schedule Tribe employees in their townships, keeping in view the spirit of the instructions containing in the BPE's OM dated the 10th April, 1974.

Ministry of Industrial Development etc., are requested to bring it to the notice of the Public Sector Enterprises under their administrative control.

Sd/- x x x  
 SS Samaddar  
 Under Secretary to the Govt. of India

To All Ministries/Depts of the Govt. of India.

No. 12035/(20)/74-Pol.II  
Government of India, Bharat Sarkar  
Ministry of Works and Housing Nirman Aur Awas Mantralaya  
Directorate of Estate, Sampada Nirdeshalaya

New Delhi, the 18th Sept. 1975/  
27th Bhadra, 1897

**OFFICE MEMORANDUM**

Sub : Allotment of general pool accommodation in adhoc basis of Scheduled Caste/ Scheduled Tribe employees entitled to types I to IV and working in eligible offices in Delhi and New Delhi.

The undersigned is directed to refer to this Ministry's OM No. 12035 (3)/73-Pol.II dated the 24th September 1973 and to say that the question of reserving certain percentage of vacancies in types III and IV for allotment to SC and ST employees entitled to those types has been decided that, till further orders, 5% clear vacancies in types III and IV should be reserved for allotment to SC and ST employees entitled to those types. The present reservation of 10% in types I and II will continue.

It has also been decided that the clear vacancies becoming available in the reserved quota referred to above, should be allotted in the ratio of 2:1 between Scheduled Caste and Scheduled Tribe employees respectively. In case, however, there is no Scheduled Tribe employees, the quota reserved for them may be allotted to SC employees. For this purpose separate waiting lists should be prepared for SC and ST employees.

The Ministry of Home Affairs, etc., are requested to forward applications, in the enclosed form, of eligible officers under their control including their attached and subordinate offices latest by 19.11.1975 to the waiting list section, Directorate of Estates, New Delhi.

This issues with the concurrence of the Ministry of Finance (W&E) vide their U.O. No. 6642-W&E/75 dated 15.09.1975.

Sd/- XXX  
HR Goel  
Deputy Director of Estates.

To All Ministries / Deptts of the G.O.I.

## ANNEXURE – D

| Category                | * Revised Standard Licence Fee<br>(Rs. per month) |
|-------------------------|---|
| Executive Flats         | 50  |
| A                       | 50  |
| B (without any garage)  | 77  |
| B (with Scooter garage) | 80  |
| B ( With Car garage )   | 86  |
| C (without car garage)  | 117   |
| C (with car garage)     | 125   |
| D                       | 215   |
| DB-2                    | 300   |
| DB-1                    | 344   |
| <b>MIG</b>              |   |
| a. HB Colony            | 99  |
| b. Autonagar            | 103   |
| <b>LIG</b>              |   |
| a. HB Colony            | 45  |
| b. Autonagar            | 50  |

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The above rate of licence fee recovery is provisional and will be in force until further orders.

\* *Vide Circular No. Tn.A/EST(Rev)/XIII(1), dated 20.7.90.*