

Allotment of Government Residences (General Pool in Delhi) Rules, 1963

DELHI

India

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Rule

ALLOTMENT-OF-GOVERNMENT-RESIDENCES-GENERAL-POOL-IN-DELHI of 1963

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Allotment of Government Residences (General Pool in Delhi) Rules, 1963 S.R.317-B-I

1. Short Title and Application.

(1) These Rules may be called the Allotment of Government Residences (General Pool in Delhi) Rules, 1963. (2) They shall come into force on the 15th day of May 1963. S.R. 317-B-2

2. Definitions.

- In these rules, unless the context otherwise requires: (a) 'Allotment' means the grant of a licence to occupy a residence in accordance with the provisions of these rules; (b) 'Allotment Year' the year beginning on 1st January or such other period as may be notified by the President; Government Decisions: (i) Rolling Allotment year Concept of Rolling Allotment Year has been introduced with effect from 1.4.2002 with cut off date as on first January of a calendar year. [DE OM No. 12035/8 /2001-Pol. II dated 21.11.2001] (c) 'Delhi' means the area within the limits of the Union Territory of Delhi which the Government may declare conferring eligibility for the allotment of General Pool accommodation; Government Decisions: (i) Eligible zone in Delhi/New Delhi for the purpose of General Pool accommodation It has now been decided that the entire area of NCT of Delhi should be treated as eligible zone for the purpose of allotment of accommodation from General Pool. Accordingly, all Central Government offices which are located in the NCT of Delhi with due approval by the Government and who fulfil the prescribed conditions of eligibility and have been specifically declared to be eligible for allotment of accommodation from General Pool will be eligible for

allotment/retention of accommodation from General Pool in Delhi. The Central Government offices located in the Delhi Cantonment Area may formally apply to the Directorate of Estates for allotment of Eligibility Code giving full details with regards to their offices in accordance with the prescribed parameters. It is, however, clarified that the offices which have already been declared as eligible offices and have been allotted Eligibility Code will continue to be treated as eligible for General Pool accommodation on their shifting to Delhi Cantonment area. (DE OM No. 11013/D/6/93-Pol.IV/I dated 13.7.1998)(d)'Director of Estates' means the Director of Estates to the Government of India and includes Additional, Deputy and Assistant Directors of Estates;(e)'Eligible Office' means a Central Government Office, the staff of which has been declared by the Central Government eligible for accommodation under these rules; Government Decisions:(i) Conditions for declaring an office eligible for General Pool residential accommodation in Delhi The Government of India have decided that those Central Government offices, which fulfil the following requirements will be treated as 'eligible offices' for the purposes of the Allotment of Government Residences (General Pool in Delhi) Rules, 1963 :- (a) Their location in Delhi has been approved by the Cabinet/Cabinet Committee on Accommodation; (b) They are part and parcel of the Secretariat of a Ministry or an attached or subordinate office of a Ministry or a Department; (c) Their staff is paid from the Consolidated Fund of India; (d) They have not got any separate pool of accommodation for their staff; and (e) They are situated within the municipal limits of NCT of Delhi. (DE OM No. 12033/4/67-Pol.II dated 3.10.1969) List of eligible offices is annexed as Annexure-I(ii) Eligibility of the staff of CSIR, ICAR, CRRI and ICMR It has been decided that concession of eligibility for allotment of General Pool accommodation should be restricted to the staff working in the Headquarters Offices in Delhi of these organisations and should not be extended to the staff working in various units under the control of these organisations either at Delhi or any other station. The allotment already made to the employees of the units of these organisations will however be continued, on payment of rent as indicated in para below, till the organisations concerned provide them alternative accommodation. It has also been decided that in respect of the accommodation retained by the employees of the Units, rent for two months from the date of issue of these orders will be charged from the Department concerned under FR-45-B or pooled standard rent under FR 45-A whichever is higher and thereafter at market rate. (D.E. O.M. NO.12028 (2)/69-Pol.II dated 1-11-1969)(iii) Eligibility of the employees of the ICAR consequent on the conversion of the council's Secretariat into an office wholly controlled and financed by the ICAR Society The date of priority of the existing employees of the Council shall continue to be reckoned from the 4th October, 1962 i.e. the date on which the ICAR was initially declared eligible for allotment of accommodation from the General Pool (or any subsequent date, as the case may be). It has also been decided that such employees as were working in various Research Institutes located in Delhi/New Delhi or the Government side of the Council and were allotted accommodation from the General Pool being eligible office at the time, will continue to retain the General Pool accommodation in their occupation on opting to work under the re-organized Council. Where the Institutes have a programme of constructing their own pool of accommodation, such employees will retain General Pool accommodation till they are allocated accommodation out of such pool. (DE OM No. 12035/7/70-Pol. II dated 3.1.1976)(iv) Eligibility of foreign nationals working in the External Service Division of the A.I.R. It has been decided that such nationals be treated as eligible for allotment of accommodation from the General Pool but priority should not be accorded in the normal course. Each case should be examined on its merit at the appropriate level. (DE OM No. 12035/7/74-Pol.II dated 2.9.1974)(v) Conditions for declaring an

office eligible for General Pool residential accommodation at places other than Delhi. • Whether the office is attached or subordinate office or public undertaking or autonomous organisation; • Source from which the officers and staff will be paid i.e. from the Consolidated Fund of India or otherwise; • Whether the office is within the municipal limits of the city or town; • Total sanctioned strength of the organisation. • Whether officers and staff are eligible for residential accommodation from any pool other than GPRA. • The proposal should be forwarded to the Directorate of Estates after obtaining approval of Joint Secretary or an equivalent level officer in the Ministry concerned. (DE OM No. 11011/1/80-Pol.IV dated 3.10.1980)(vi) Allotment of General Pool accommodation to employees of Public Sector Undertakings - eligibility of The Cabinet Committee on Accommodation has decided that employees of Public Sector Undertakings which are corporate bodies, will not be entitled to any Government/ accommodation and that no exception will be made. (DE OM No. 12016/2/82-Pol. II (Vol. III) dated 24.10.1985) (Also see DE OM No. 12035/14/92-Pol.II dated 11.10.2000 below SR 317-B-7)(vii) Allotment of General Pool accommodation to the employees of Delhi Administration - certificate to be obtained Whenever an allotment to an employee of Delhi Administration is made by the Directorate of Estates, a certificate to the effect that no allotment has been made by the Delhi Administration from their pool to a person junior in the waiting list to the said allottee would be furnished by the Delhi Administration while forwarding the acceptance letters. All the Allotment Sections may ensure that such a certificate is obtained from the allotting authority of Delhi Administration. (D.E. O.M.No.12033 (9)/77-Pol.II (Vol.II) dated 28.9.1988) It is hereby clarified that instructions mentioned above are applicable to the employees of Delhi Administration only. However in the case of officials posted from PWD, Delhi Administration to CPWD, since these employees are also eligible for allotment of accommodation from the Delhi Administration Pool, a certificate that they are not holding any accommodation allotted by the Delhi Administration, may be obtained before occupation slip is issued to such an employee. (D.E. O.M.No.12033 (9)/77-Pol.II (pt.) dated 8-3-1989)(viii) Eligibility of branch offices of Departments of Delhi Administration (now Government of NCT of Delhi) already appearing in the list of eligible offices. It has now been decided that such Branch offices/Regional offices/Administrative offices whose Headquarters are already in the eligibility list should be treated as eligible for allotment from General Pool in Delhi provided the Code Number intimated in their applications is that of the Headquarter. This will not apply to Delhi Administration Teachers and the staff posted in schools. (D.E. O.M. No.11013/D/21/89-Pol.IV dated 24.8.1990)(ix) Eligibility of teachers and other staff working in the schools of Delhi Administration (now NCT of Delhi) It has been decided that the teachers and other staff of the schools of Delhi Administration will not be eligible for initial allotment from General Pool in Delhi. However, the allotments already made to them by the Directorate of Estates will not be disturbed and will continue to be treated as lawful allotments. It has also been decided that change allotment in the same type will also be admissible to teachers and other staff of schools of Delhi Administration who are already allottees of General Pool accommodation. Those who are already registered for in-turn change will be allowed their due seniority for such change of accommodation in the same type. It has also been decided that any consequential benefits which may accrue to an allottee under the allotment rules on account of his being in occupation of General Pool accommodation will also be admissible to them i.e. they will be allowed retention after cancellation of allotment admissible under SR-317-B-22, temporary allotment for marriage purposes, regularisation on retirement/ death grounds to their wards in case their ward is employed in an eligible office. However, the benefit of regularisation on

retirement/death will not be admissible to ward of such allottees in case the ward is employed as teacher or in the staff of a school in the Delhi Administration.(DE OM No. 11013/D /4/89-Pol.IV dated 27.12.1991)(x)Eligibility of officers of C.B.I.It has been decided that the staff of CBI will now be eligible for allotment of General Pool accommodation in all the types subject to the condition that at the time of making actual allotment to an employee of CBI, the following certificate would have to be issued by the CBI in prescribed format that no officer junior to the applicant has been given 'in turn' allotment from CBI pool in Delhi. No allotment from General Pool will be actually released without such a certificate.CertificateIt is certified that as on date the date of priority covered in the departmental pool of Central Bureau of Investigation is _____ and that no officer junior to Shri _____ has been given any 'in turn' allotment from the CBI Pool in Delhi till date.(D.E. O.M. No.11013/D/21/89-Pol.IV dated 14.3.1995)(xi)Eligibility of canteen employeesIt has been decided to extend the facility of General Pool residential accommodation to these employees. They will form part and parcel of the Ministry/Department under which they are working and their applications shall be forwarded by the concerned Ministry/Department under its own eligibility code. Date of Priority of such employees should be counted w.e.f. the date of their appointment in service.(DE O.M. No.12035 (6)/87-Pol.II dated 29.4.1992, 22.7.1992 and 13.11.1997)(xii)Eligibility of Permanently Seconded Defence Service OfficersIt has been decided that the applications for allotment of General Pool accommodation from Defence service officers permanently seconded to organisations under the Ministry of Defence, including the Ministry itself, shall not be considered notwithstanding the fact that the office where they are posted is eligible for General Pool residential accommodation. The eligibility will be restricted to the Civilian employees of such organisations.(DE OM No.11013/D/12/90-Pol.IV dated 8.11.1990)(xiii)List of offices declared eligible for allotment of General Pool residential accommodationList of offices declared eligible for allotment of General Pool residential accommodation in Delhi has been circulated vide.(DE OM No. 11013/D/6/93-Pol.IV/I dated 15.12.1998.)(xiv)Allotment/retention of accommodation by the Central Government officers who are on deputation to BSNLThe Central Government employees working in the BSNL on deputation basis will be eligible for allotment of General Pool residential accommodation for a period of 5 years w.e.f. 1.10.2000. Such employees who are already in possession of GeneralPool residential accommodation will be eligible for retention of accommodation in their possession for a period of 5 years w.e.f. 1.10.2000. BSNL shall pay to the Director of Estates an amount equivalent to HRA admissible to the officer plus the flat rate of licence fee prescribed by the Government from time to time. The organisation may, however, recover normal licence fee from the concerned officer.(DE OM 12035/18/2000-Pol.II dated 31.10.2000)(a)'Emoluments' means the emoluments as defined in FR-9 (21) (a) (I)*;Explanation. - In the 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 Allotment year, the emoluments drawn by him immediately before that date shall be taken as emoluments.*FR 9(21)(a)(I) : The pay means the amount drawn by a Government servant as the pay other than special pay or pay granted in view of his personal qualification which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his previous cadre.Government Decisions:(i)Counting family pension in emolumentsIt has been decided in consultation with the Comptroller and Auditor General of India that the Family Pension granted to a Central Government employee under the Liberalized Pension Rules shall not be included in 'emoluments' as defined in Fundamental Rules 45-C.(M/o F. (Def.) OM

NO.4(22)-Estates/65, dated 7-8-1965)(ii)Inclusion of rank pay for the purpose of definition of FR 9 (21)(a)(i)'Rank Pay' in case of officers in the Armed Forces may be treated as emoluments under FR 9(21)(a)(I) for determining entitlement to different types of General Pool accommodation.(DE OM No.12033 (1)/86-Pol.II(pt) dated 15.3.1988)(iii)Treating of Non-practicing allowance as a part of pay for allotment of General Pool residential accommodation (GPRA) to doctorsIt is reiterated that Non-Practicing Allowance will not be taken into account as part of pay for allotment of General Pool Residential accommodation to Doctors and the present practice of excluding it while determining entitlement for allotment of Government accommodation will continue.(DE OM No.12033(1)/86-Pol.II(pt.) dated 7.2.1990)(iv)Treating of stagnation increment as basic pay for determining the eligibility for different categories of GPRAIt has been decided that the stagnation increment should be taken as part of the pay for determining the eligibility of the officers for allotment of residential accommodation.(DE OM No.12035 (2)/86-Pol.II dated 23-1-1991)(v)Counting of past service for determination of date of priorityThe matter has since been reviewed and it has now been decided that the past service rendered by an employee shall be counted for the purpose of determining the date of priority even if the officer has drawn terminal benefits like pension and gratuity and periods of break in service shall be deducted from the total of the past service for determination of date of priority. • Counting of pension components for determining eligibilityIn case of re-employment within the concessional period, the employees are allowed to retain the accommodation or are allotted higher/lower type of accommodation on the basis of their pay. Normally on re-employment the pay is fixed after deducting elements of basic pension from the pay of the post. It has now been decided that for the purpose of allotment of accommodation 'notional pay' of the post, in which an official is re-employed shall be taken into account. • Counting of reservist pension drawn by an ex-serviceman for determination of entitlement of accommodationIt should be regulated in the same manner as in para above. • Counting of the period of past service for priority date for allotment of residential accommodation where there is no break but pensionary benefits have been drawnIt is clarified that past service where there is no break in service can be counted for determining date of priority under S.R.317-B-2(I).(D.E.O.M. No.12027 (1)/83-Pol-II dated 8-1-1992)(b)'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.Government Decision:(i)Whether legally adopted children come within the purview of definition of 'Family'It is clarified for the information of the Allotment Sections that legally adopted children come within the definition of the 'Family' of the allottee officers as indicated in SR 317-B-2(g).(DE OM No. 12035/9/83-Pol. II dated 4.3.1983)(c)'Government' means the "Central Government" unless the context otherwise requires;(d)'Priority Date' of an officer in relation to a type of residence to which he is eligible under the provisions of SR 317-B-5, 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 Government or State Government or on foreign service, except for periods of leave in respect of type V-A to type VIII accommodation, single and double room hostel accommodation and the date from which he has been continuously in service under the Central government or State government including the period of foreign service in respect of type I to IV accommodation, and accommodation in Working Girls' Hostel;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.

Government Decisions:

(i) **Counting of broken periods of service for determination of priority date for allotment** The past service shall be counted for purposes of priority date for allotment of accommodation from the General Pool if they have been given any benefit of the past service for any one 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. If any officer had more than one break in his service, the above mentioned benefits will be admissible only in respect of the continuous service rendered prior to the last break. (D.O. O.M. No.12027 (2)/78-Pol.II dated 19-9-1972)

(ii) **Priority date for Type IV Special and higher accommodation - condonation of the period during which the officer was ineligible for higher type** 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 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. (D.E. O.M. No.12027 (3)/76-Pol.II dated 14-12-1977)

(iii) **Priority date of officers entitled to Type I to IV** It has been decided that in the case of officials entitled for types I to 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 officials drew lesser emoluments may be ignored and allotment be made on the basis of his date of joining service. If however, subsequent to applying for accommodation, the entitlement of the officials has got reduced due to reduction in pay and the officials 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. (D.E. O.M. No.12027 (1)/87-Pol.II dated 18-9-1987)

(iv) **Deletion of names of applicants from waiting lists on acceptance of entitled type of accommodation** It has now been decided as under:-

- The name of an applicant shall be deleted from the waiting list for lower types of accommodation, if he accepts the allotment of the entitled type of accommodation.
- However, the applicant's name for allotment of lower type of accommodation shall continue to be reflected in the waiting list if the entitled type of accommodation is accepted technically and the applicant applies for a change.
- The name of the applicant may also be deleted from the Change Waiting List for lower type(s) of accommodation if the applicant accepts the higher type of accommodation. (DE OM No.12035/1/2003-Pol.II dated 11.11.2003)

(e) 'Licence Fee' means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of residence allotted under these rules;

(f) 'Residence' means any residence for the time being under the administrative control of the Director of Estates;

(g) '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.

Government Decision:

(i) **Sharing of accommodation - definition of close relations** The following are to be treated as close relations:

- (1) Father, Mother, Brothers, Sisters, Grandfather and Grandmother, Grandsons and Granddaughters.
- (2) Uncles, Aunts, First cousins,

Nephews, Nieces, directly related by blood to the allottee.(3)Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law.(4)Relationship established by legal adoption.(D.E.O.M.No.12035 (17)/78-Pol.II dated 26-5-1978)(D.E.O.M.No.12035 (52)/78-Pol.II dated 25-1-1979)The concession of sharing accommodation available to the close relations as indicated above will not be admissible when relationship ceases by any order of Law/Court.(D.E. O.M. No. 12035(58)/79-Pol.II dated 31-8-1979)It has been decided to add "brother-in-law" also in the list of close relations who are eligible for sharing of Government accommodation with the allottee of General Pool residential accommodation.(D.E. O.M. No. 12032/2/83-Pol.II dated 24.8.1999).(h)'Temporary Transfer' means a transfer which involves an absence for a period not exceeding four months;(i)'Transfer' means a transfer from Delhi to any other place or from an eligible office to ineligible office in Delhi and includes a transfer or reversion to service under a State Government or Union Territory Administration other than Delhi Administration and also deputation to a post in an ineligible office or organisation;(j)'Type' in relation to an officer means the type of residence to which he is eligible under SR-317-B-5.S.R. 317-B-3

3. Allotment to House Owning Officers.

(1)In this rule :(a)'Adjoining municipality' means any municipality contiguous to a local municipality;(b)'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 of this clause notwithstanding that any part of it is used for non-residential purposes.(c)'Local municipality' in relation to an officer means the municipality within whose jurisdiction his office located;(d)'Members of family' in relation to an officer means the wife or husband as the case may be, or a dependent child of the officer;(e)'Municipality' includes a municipal corporation, a municipal committee or board, a town area committee, a notified area committee, a Cantonment Board.(2)An officer owning a house either in his own name or in the name of any member of his family becomes owner of a house at the place of his duty or in an adjoining municipality such officer shall notify the fact to the Director of Estates within a period of one month from the date of the house is let out or occupied, or the date the completion, whichever is earlier.(3)When after a Government residence has been allotted to an officer, he or any member of his family become owner of a house at the place of his duty or in an adjoining municipality, such officer shall notify the fact to the Director of Estates within a period of one month from the date the house is let out or occupied, or the date of the completion, whichever is earlier.Government Decisions:(i)Definition of 'own house'Any accommodation which has at least a living room, a kitchen and a lavatory, will be treated as a house. An accommodation which has no kitchen or lavatory but has been rented out or is being occupied by some body will also be treated as a house.(D.E. O.M.No.12031 (24)/76-Pol.II dated 7.4.1976)(ii)Documents to be submitted for assessment of rent in respect of house owning allottees(a)Where the house has been given on lease - the lease deed(b)Where the house is in self occupation - House Tax receipt/ Ratable value of the house fixed by the local authorities(DE OM No. 12013/18/77-Pol. II dated 14.7.1977)(iii)Preparation of provisional bill in respect of house ownersIt has been decided that in such cases only a provisional bill may be prepared at the rate of normal licence fee, and the concerned allottees may be directed to submit the documentary evidence in support of the income which they are getting from their houses,

within one month of the acceptance of the allotment. Immediately on receipt of such evidence, rental liability may be determined and necessary orders issued to the concerned allottee, Rent Wing and his Department concerned. This should be finalised within a period of one month at the latest and informed to the Rent Wing accordingly. In case, the Rent Wing does not receive any intimation within a period of two months from the date of initial allotment they will revise the claim of licence fee at the enhanced rate from the date of allotment, on the beginning of the third month, without waiting for any clearance from the Allotment Sections.(D.E. O.M. No.12031 (2)/81-Pol.II dated 1-8-1981)(iv) Rates of recovery of licence fee for government employees owning houses at their place of posting - clubbing of income of coparceners It is clarified that according to FR-45-A-iv(c)(8)(c) and SR-317-B-3 of the Allotment of Government Residences (General Pool in Delhi) Rules, 1963 'the member of family' in relation to an officer means 'the wife or husband as case may be or a dependent child of the officer'. If the Co-parceners of the Hindu Undivided Family property falls within the definition of the members of family, as contained in the above said Rules, the proportionate income of all such co-parceners derived out of joint Hindu Undivided Family property will be clubbed together with the income of the concerned officer to determine the rental liability for the General Pool accommodation allotted to her/him.(DE OM No.12031 (1)/74-Pol.II (Vol.II), dated 7.5.1986)(v) Determination of rental income of private houses It has been decided that if the municipal authority concerned allows any rebate in respect of such furniture and fixtures while assessing ratable value of the house, a similar rebate may be given in respect of the rent of the furniture and fixtures, for the purpose of calculating rental income of the house.(D.E. O.M.No.12031 (7)/78-Pol.II dated 23.9.1989)(vi) Rates of recovery of licence fee for allottees owning houses at the stations of posting

Slab or rent from the owned house	Rate of licence fee to be charged
(i) If the income from own house does not exceed Rs.12,000/-p.m.	Normal Licence fee
(ii) If the income from own house exceeds Rs.12,000/- p.m. but does not exceed Rs.20,000/- p.m.	Twice the normal licence fee
(iii) If the income exceed Rs.20,000/-p.m.	Thrice the normal licence fee

These orders are effective from 1st August, 2003.(DE OM 12035/11/99-Pol.II dated 24.7.2003)S.R. 317-B-4

4. Allotment to Husband and Wife, Eligibility in Case of Officers who are Married to each other.

(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 wife and husband 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 residence allotted under these rules marry each other, they shall within one month of marriage, surrender one of the residences.(3)If a residence is not surrendered, as required by sub-rule (2), 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 Director of 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 Central Government, 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 general pool be deemed to have been cancelled on the expiry of such period.[S.R. 317-B-5 [Substituted by Notification No. G.S.R. 198 (E), dated 28.11.2016.]

5. Classification of Residences.

(1)Save as otherwise provided in these rules, an applicant shall be eligible for allotment of residence of the type as shown in column (1) as per the pay matrix specified in the corresponding column (3), in the table below:-Table

Type of Residences	Existing Grade Pay/ Basic Pay	Level in the paymatrix
(1)	(2)	(3)
I	Rs.1300, Rs.1400, Rs.1600, Rs.1650 and Rs.1800	1
II	Rs.1900, Rs.2000, Rs.2400 and Rs.2800	2, 3, 4, 5
III	Rs.4200, Rs.4600 and Rs.4800	6, 7, 8
IV	Rs.5400 to Rs.6600	9, 10, 11
IV(S)	Rs.6600	11
VA [D II]	Rs.7600 and Rs.8000	12
V-B [D I]	Rs.8700 and Rs.8900	13, 13A
VI A[C II]	Rs.10,000	14
VI B [C I]	Rs.67000 to Rs.74999	15
VII	Rs.75000 to 79999	16
VIII	Rs.80000 and above	17, 18

(2) Save as otherwise provided in these rules, an allottee shall be eligible for allotment of hostel accommodation as shown in column (1) as per the level in the pay matrix specified in the corresponding column (3), in the table below:-Table

Type of hostels (1)	Existing Grade pay/ pay scale (2)	Level in the pay matrix (3)
Single suite (without kitchen)	Rs. 4200 and above	Level 6 and above
Single suite (with kitchen)	Rs. 4200 and above	Level 6 and above
Double suite	Rs. 5400 and above	Level 9 and above
Working Girls Hostel	All lady employees without limit of emoluments shall be eligible	All lady employees without limit of emoluments shall be eligible

(3) The calculation of date of priority and preparation of waiting lists for different types of accommodations shall be as under: (a) The date of priority in respect of type I to type IV accommodation shall be determined on the basis of the date of joining of the employee in the Central Government service and the eligibility for the type of accommodation shall be decided as per their level of the applicant in the pay matrix: Provided that an applicant under this category shall be allowed to bid for one type lower accommodation than the type eligible for such. (b) An applicant referred to in clause (a) above who has served continuously at a particular station for a period of five years shall, on each such completion of five years as on 1st January of the year, be given one year edge over and above his date of joining in the Central Government service, for the purpose of calculation of his date of priority in the waiting list. (c) The date of priority in respect of type IV(S) and above accommodation shall be determined on the basis of the date from which the applicant has been continuously eligible for the type of accommodation as per the level of the applicant in the pay matrix. (d) The inter-se seniority for the type IV(S) and above accommodation shall be considered on the basis of the following factors, namely:-(i) where the priority date of two or more applicants is the same, the applicant having a higher level pay in the level shall be senior in the waiting list; (ii) where the date of priority and the pay in the level of two or more applicants are the same, the applicant who has joined the Central Government service earlier shall be senior in the waiting list; and (iii) where the date of priority, pay in the level and the date of joining the Central Government service of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later. (e) The inter se seniority of applicants in the rank of Secretary and Additional Secretary to the Government of India shall be determined as per the civil list published for each service on the basis of their date of joining the Government of India at Delhi subject to the condition that no junior batch applicant of the same service or no junior applicant of the same batch and of same service shall get priority over his senior batch applicant or senior applicant in the same batch: Provided that where the date of joining is the same, the applicant retiring earlier may be accorded priority over the officer retiring later: Provided further that in respect of all other services other than the All India Services (AIS), the inter se seniority of applicants shall be determined on the basis of their date of joining the Government of India, irrespective of their place of posting and service or batch. (f) The applicants entitled for type V and above accommodation shall also be eligible to apply for accommodation below their entitlement subject to the condition that such accommodation shall not be below type IV Special

accommodation: Provided that the applicants eligible for type VA(D II) and Type IV (S) shall also be eligible to apply for type IV accommodation: Provided further that where type V and type VI accommodation has not been classified as type VA and type VB or type VIA and type VIB, as the case may be, all eligible applicants for type V and type VI shall be grouped together in their respective types. (4) Personal Pay shall not be considered for the purposes of determining the inter-se seniority in the waiting list. (5) Non Practising Allowance, Military Service Pay or any other such component of pay shall not be considered for the purposes of determining the inter se seniority in the waiting list.] Substituted by Notification No. G.S.R. 198 (E), dated 28.11.2016.

S.R. 317-B-55. Classification of Residences.- (1) Save as otherwise provided by these rules, an officer will be eligible for allotment of a residence of the type shown in the table below:-{

Type of Residences	Category of officer or his monthly emoluments as on such date as may be specified by the Central Government for the purpose of concerned Allotment Year
I	Less than Rs. 3,050.
II	Less than Rs. 5,500 but not less than Rs. 3,050.
III	Less than Rs. 8,500 but not less than Rs. 5,500.
IV	Less than Rs. 12,000 but not less than Rs. 8,500.
IV(SPL)	Rs. 10,000.
V-A	Less than Rs. 15,100 but not less than Rs. 12,000.
V-B	Less than Rs. 18,400 but not less than Rs. 15,100.
VI-A	Less than Rs. 22,400 but not less than Rs. 18,400.
VI-B	Less than Rs. 24,500 but not less than Rs. 22,400

Provided that where type V and Type VI accommodation has not been classified as type V-A and Type V-B and Type VI-A and Type VI-B, all officers eligible for type V will be grouped together and those eligible for type VI will also be grouped together.

Provided further that where accommodation higher than type VI-B is available, eligibility of allotment will be as follows :

VII	Less than Rs. 26000 but not less than Rs. 24500
VIII	Rs. 26000 and above.

(2) Hostel Accommodation

Type of Hostel	Category of Officer or his monthly emoluments as on such date as may be specified by the Central Government for the purpose of concerned allotment year.
(a) Single suite (without kitchen)	Rs. 6500
(b) Single suite (with Kitchen)	Rs. 6500
(c) Double suite	Rs. 8500
Working Girls Hostel	All lady officers without limit of emoluments will be eligible.

(3) Officer entitled to Type-V and above accommodation shall also be eligible to apply for accommodation below entitlement subject to the condition that such accommodation shall not be below Type-IV accommodation.]SR 317-B-6

6. Application for Allotment.

(1) Every Government servant in occupation of Government accommodation shall submit his application in such form and manner and by such date, as may be specified by the Director of Estates in this behalf. (2) In the case of officers not in occupation of Government accommodation, the Director of Estates shall invite application in such form and manner and before such date as may be specified by him. (3) An officer joining duty in DELHI on his first appointment or on transfer may submit his application to the Director of Estates within a month of his joining duty. (4) Applications received under sub-rule (3) up to the last day of a calendar month shall be considered for allotment in succeeding month. Government Decisions: (i) Preparation of Unified Waiting Lists (a) Type IV (Spl) and higher types and hostel accommodation (i) A single waiting list of the applicants for initial as well as change allotments of General Pool residential accommodation will be drawn up on the basis of the date of priority, as is currently done to draw up the initial waiting list(s). Date of priority of an officer in respect of types IV (Spl) and higher types/hostel accommodation means the earliest date from which he has been continuously drawing emoluments relevant to the particular type. Officers drawing higher emoluments will be placed senior to those who are in receipt of lower emoluments. Where emoluments drawn by two or more officers are the same/equal, inter se seniority among them shall be determined on the basis of the length of Government service. Where both the emoluments and length of Government service are equal, inter se seniority in the waiting list for accommodation will be determined on the basis of scales of pay of the officers, i.e., officers working in post(s) carrying higher scale of pay shall be placed senior to those who are in lower scale of pay. Where all the parameters stated above are the same, inter se position of the applicants in the waiting list(s) will be determined by the date of retirement, i.e., officers who retire earlier will be placed above those who retire later. (ii) Allotment in a particular type shall be made to applicants having the earliest priority date for that type of residences. (iii) Each officer may be made two allotments in each type of accommodation, i.e., initial and change. (iv) An officer who accepts an offer of allotment shall not be made another allotment in a lower type of accommodation subsequently and his/her name will be deleted from the waiting lists for lower types of accommodation after acceptance. (v) The net result would be that no junior officer in the waiting list(s) will be allotted accommodation of a

particular type in a locality unless the demand of senior officers in the change/initial waiting lists is satisfied.(vi)Subject to sub-paragraphs (b) and (c) below, the existing change waiting lists would not be operative w.e.f. 1.5.2004 and allotment of Government residences in change will be made as per the revised provisions of the Allotment Rules (SR 317-B-15), which are being notified separately.(b)Allotment of type VIB/VIA (CI/CII) accommodationOn account of shortage of General Pool residential accommodation of various types, particularly that of types VIB and above, it has not been possible to provide entitled type of accommodation to the officers working in the eligible offices. In view of this, it has been decided as under:(i)Secretaries to the Government of India and officers in the rank and/or pay of Secretaries (i.e., equivalent officers) would be considered for allotment of accommodation with reference to the earliest date since which they started drawing the fixed emolument of Rs. 26,000/- per month, i.e., date of priority.(ii)In case the dates of priority are the same, the inter se seniority of Secretaries and equivalent officers in the waiting list will be determined with reference to their original (batch) seniority in the civil list in respect of officers belonging to the same organized Service and the year of allotment in case they belong to different organized Services. The date of superannuation of two or more such officers will thus have no bearing on the allotment of accommodation, even if all other parameters for determination of the dates of priority are identical [vide para. 3(a)(i)].(iii)Whereas Secretary and equivalent officers would be considered for allotment with reference to the earliest date since which they started drawing the fixed emolument of Rs.26, 000/- per month, Chairmen and Members of various Commissions, Tribunals and other similar bodies, who also have the fixed pay of Rs. 26,000/- per month, would be considered for allotment of accommodation with reference to the dates on which they joined as Chairmen/Members of the Commission(s), etc.(iv)Secretary and equivalent officers and Chairmen/Members of various Commissions, etc., shall be allotted CII ground floor accommodation in Central localities on immediate basis.(v)Allotment of CI and/or CII accommodation to Secretaries/equivalent officers and Chairmen/Members of various Commissions, etc., shall be made in the ratio of 1:1.(vi)The normal waiting list for CII ground floor accommodation will operate only after the waiting lists of Secretary/equivalent officers and Chairmen/Members of various Commissions, etc., are exhausted.(vii)Additional Secretaries to the Government of India and equivalent officers shall be initially allotted, on priority, C-II first floor accommodation in Central localities, excluding R.K. Puram. The date of priority, i.e., the earliest date since which the officer has been continuously drawing the eligibility pay between Rs. 22,400 to 24,499 per month shall be taken into account for drawing up the waiting list for initial allotment. Such officers who are already in possession of Government accommodation in Multi-Storeyed (CII) Flats, R.K. Puram may also apply for allotment of CII first floor accommodation in Central localities and this would not be treated as a change for them.(viii)CII ground floor accommodation (Central/non-Central localities), which remains available after satisfying the demand of Secretary/equivalent officers, will be first allotted to Additional Secretaries/ equivalent officers.(ix)Additional Secretaries/equivalent officers may further apply for change of accommodation in Central localities and the inter se seniority of such applicants shall be determined on the basis mentioned above (i.e., date of priority). Allotment shall be made on maturity of their turn, in order of their position in the waiting list and having regard to their preferences.(x)The list of officers who have been waiting for more than 3 years in the change waiting list shall be frozen as on 30.4.2004. The officers in this frozen list will be offered their preferred CII accommodation, as per their turn, along with other officers who shall now be eligible in terms of sub-paragraphs mentioned above, in the ratio of 1 : 1. After the list of officers

waiting for more than 3 years in the change waiting list is exhausted through allotments made in the ratio mentioned above, CII accommodation shall be allotted on the basis of principles mentioned in the foregoing sub-paragraphs.(c)Allotment of type VB/VA (DI/DII) accommodation(i)After meeting the demand, if any, of Secretaries/equivalent officers and Additional Secretaries/equivalent officers for DI and DII type accommodation, such accommodation on ground floor in Central localities will be allotted on priority to Joint Secretaries to the Government of India and officers in the rank and/or pay of Joint Secretaries (i.e., equivalent officers) if they apply for such accommodation. Joint Secretaries to the Government of India and equivalent officers will be considered for allotment of DI type accommodation with reference to the earliest dates since which they start drawing the eligibility pay between Rs.18,400 to 22,399 continuously.(ii)After meeting the demand of Joint Secretary and equivalent officers, DI type accommodation will be allotted to the Directors/Deputy Secretary and equivalent officers, in the order of their date of priority.(iii)(1) Similarly, ground floor DII accommodation in Central localities will be allotted on priority to eligible officers after meeting the demand, if any, of Secretaries, Additional Secretaries and Joint Secretaries and their equivalent officers, in that order.(2)The allotment of DI accommodation to eligible officers will be done on the basis of the dates since which they have been continuously drawing the eligibility pay (Rs.15,100 to 18,399 per month).(3)Similarly, the allotment of DII accommodation to eligible officers will be made on the basis of the date(s) since which they have been continuously drawing the eligibility pay (Rs.12,000 to 15,099 per month).(iv)As there are several officers in the existing change waiting lists awaiting allotment of DI and DII types of accommodation, the above-mentioned criteria for allotment shall be adopted in the following manner:• The list of officers who have been waiting for more than 3 years in the change waiting list shall be frozen as on 30.4.2004. The officers in this frozen list will be offered their preferred DI/DII accommodation, as per their turn, along with other officers who shall now be eligible in terms of sub-paragraph (c) (i), (ii) and (iii) above, in the ratio of 1 : 1.• After the list of officers waiting for more than 3 years in the change waiting list is exhausted through allotments made in the ratio mentioned above, DI and DII types of accommodation shall be allotted on the basis of principles mentioned in sub-paragraph (c) (i), (ii) and (iii) above.(v)Type IV (Special) accommodation will be allotted, mutatis mutandis, to eligible officers in the waiting lists after meeting the demand, if any, of Directors/ Deputy Secretary level officers.These decisions shall be effective from 1.5.2004. The list of Central Localities is as under :

Sl. No.	Type of Accommodation	Locality (Central Area)
1.	CII (VIA)	1. Tilak Lane
2. Bapa Nagar		
3. Chankyapuri		
4. Shahjahan Road		
5. B.K.S. Marg		
6. Moti Bagh		
7. Andrewsganj		
		1. Chankyapuri
2.	DI (V B)	2. Bharti Nagar

3. Rabindra Nagar

1. Kaka Nagar

2. Pandara Road

3. Pandara Park

4. Shah Jahan Road

3. D II (V A)

5. Tilak Lane

6. Vinay Marg

7. Lodhi Road Complex

8. Subramanyam Bharti Marg

1. Laxmibai
Nagar

2. Sarojini Nagar

4. IV

3. Netaji Nagar

4. Peshwa Road

5. Kalibari Marg

6. Pandara Road

(DE OM No.12035/11/2003-Pol.II (Pt) dated 27.4.2004)(ii)Deletion of names of applicants from waiting lists on acceptance of entitled type of accommodationIt has now been decided as under:-(a)The name of an applicant shall be deleted from the waiting list for lower types of accommodation, if he accepts the allotment of the entitled type of accommodation.(b)However, the applicant's name for allotment of lower type of accommodation shall continue to be reflected in the waiting list if the entitled type of accommodation is accepted technically and the applicant applies for a change.(c)The name of the applicant may also be deleted from the change waiting list for lower type(s) of accommodation may also be deleted if the applicant accepts the higher type of accommodation.(DE OM No.12035/1/2003-Pol.II dated 11.11.2003)(SR 317-B-7)

7. Allotment of Residence and Offers.

(1)Save as otherwise provided in these rules, a residence falling vacant will be allotted by the Director of Estates preferably 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 subject to the following conditions :(i)The Director of Estates shall not allot a residence of a type higher than that to what the applicant is eligible under SR 317-B-5.(ii)The Director of Estates shall not compel any applicant to accept a residence of a lower type than that to what he is eligible under SR 317-B-5.(iii)The Director of Estates, on request from an applicant for allotment of a lower type residence might allot to him a residence next below the type for which the applicant is eligible under SR 317-B-5 on the basis of his priority date for the same.(2)The Director of 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.(3)A

vacant residence may, in addition to allotment to an officer under sub-rule (I) above, be offered simultaneously to other eligible officers in order of their priority dates.

Government Decisions:

- (i) Allotment to officer under suspension The allotment of residential accommodation to an officer under suspension should be made as if, suspension has not taken place. (DE OM No. 12035/16/2005-Pol. II dated 2.9.2005)
- (ii) Disciplinary action to be taken if quarter is not vacated, especially on the expiry of the allotment period such as that for marriage purpose. (DE OM NO. 18011/1/72-Pol. II dated 21.7.1972)
- (iii) Revision of entitlements of officers for General Pool accommodation Government is pleased to decide 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 under FR 45-A. As for change, such allottees will not, however, be allowed this facility since they are no longer eligible for the types they are occupying. Such an officer may however, be allotted accommodation of a lower type on the basis of his revised emolument, if he specifically applies for such an allotment. (DE OM NO. 12033/2/75-Pol. II dated 3.5.1975)
- (iv) Provisions of General Pool accommodation to ineligible persons-making of commitment - prior consultation necessary The Cabinet Committee on Accommodation has observed that administrative Ministries concerned must have prior consultation with the Ministry of Works and Housing before any such commitment about the provision of Government accommodation to retired re-employed officials is made. (DE OM NO. 12017/1/76-Pol. II dated 8.4.1976)
- (v) Allotment to employees of Public Sector Undertakings Employees working in Public Sector Undertakings are not eligible for allotment of General Pool accommodation. (DE OM No. 12016/1/76-Pol. II dated 26.7.1977)
- (vi) Issue of certificate declaring quarters as dangerous It has been decided that the certificate declaring a house as dangerous should be issued by an officer not below the rank of Executive Engineer and before issue of the certificate; he should satisfy himself as to the fact that the report given is genuine. (DE OM No. 12035/1/91-Pol. II dated 21.2.1991)
- (vii) Allotment of rent free accommodation - commitment about No commitment should be made for provision of any accommodation to persons who are not otherwise eligible for allotment of GPRA. Where grant of housing facility is considered necessary to such categories of persons, they may be provided with suitable house rent allowance, leaving it to them to make their own arrangements for accommodation. In case, however, it is felt necessary that General Pool accommodation should be provided to such a person either on payment of rent or on rent free basis, the concerned Ministry should consult the Directorate of Estates well in advance so that the Directorate of Estates may examine the matter and offer their comments about the desirability of making such commitment or otherwise. In the case where any commitment is made without obtaining concurrence of the Directorate of Estates, it will not be possible for the Directorate of Estates to provide any accommodation. (DE OM NO. 12035/42/79-Pol. II dated 6.6.1979)
- (viii) Request for reconsideration for allotment The request for reconsideration of allotment of General Pool accommodation can be decided with the approval of the Deputy Director concerned. [DE OM No. 12035 (19)/90-Pol. II dated 23.5.1991]
- (ix) Temporary allotment for marriage purposes It has now been decided that temporary allotment of Government accommodation for marriage purposes shall be governed by the following guidelines:

- 1. The temporary allotment of flats/bungalows for marriage purposes will be made only in favour of an allottee of GPRA and to the Members of Parliament in the same or adjoining locality subject to availability.**
- 2. The allotment will be given for marriage purposes of the allottee's son, daughter, brother, sister or their dependent members of the family.**
- 3. The period for allotment shall normally be one week. However, allotment for a period up to 15 days will be permitted in exceptional cases with the approval of the Director of Estates.**
- 4. The request for allotment will usually be supported by documentary proof such as marriage cards, etc. and be duly forwarded by the Department where the applicant is working.**
- 5. Market rate of licence fee shall be charged for the period of allotment. Damages, if any, caused to the building will also be charged to the allottee upon getting a report from the CPWD in this behalf.**
- 6. Allotment for marriage purposes shall not be made more than 15 days in advance of the actual date of marriage.**

(DE OM NO. 12020/2/67-Pol. II dated 23.7.1997) A sum of Rs. 1000/- may be charged from the allottee of type VII and VIII bungalows and Rs. 500/- from the allottees of type V and VI bungalows as scavenging/cleaning charges. However, no amount shall be charged from the allottees of Type I to IV accommodation. Charges on this account shall be taken in advance by the CPWD before handing over the possession of the bungalow and will be non-refundable. The application for temporary allotment shall be duly supported by documentary proof such as CGHS card, ration card, etc. The requests for temporary allotment which do not fulfil the provisions of the guidelines will be regretted at the initial stage itself by the Deputy Director concerned. (DE OM No. 12020/2/67-Pol. II dated 18.12.1997)(x) Guidelines for temporary allotment of earmarked bungalow for marriage purposes The conditions governing the allotment of earmarked accommodations will be as under:-

- 1. The period of allotment should not exceed 7 days in any case. Only in exceptional cases, the period may be extendable to 10 days with the approval of Director of Estates.**

2. The earmarked accommodation may be allotted for marriage/ social purposes.

3. The allotment may be made to Central Government servants eligible for GPRA for marriage of the direct dependents i.e. son/ daughter and other dependent family members whose name figure in the CGHS/ Ration Cards.

4. The allotment may also be made to Central Government servants working in ineligible offices/ PSUs/ State Government employees on payment of higher rental charges.

5. The allotment may also be made to the Members of Parliament for the marriage of their dependents on the same rates as for the Central Government employees eligible for GPRA.

6. Allotment may also be made to Central Government employee eligible for GPRA and sitting MPs about 60 days in advance and for all other categories (except private persons) 30 days in advance.

7. The allotment shall be given to different categories in the following order of priority :

(i) Central Government employees eligible for GPRA (ii) Sitting Members of Parliament (iii) Central Government employees working in offices ineligible for Government accommodation/ Public Sector Bodies/ Undertakings and State Government. • The following rates of licence fee shall be charged for the different categories of applicants:

Category	Rates of licence fee	
(1) Central Government Employees eligible for General Pool residential accommodation and sitting Members of Parliament	I to IV	Three times of Special Licence Fee
	IV (Special) and above (including hostel)	Five Times of Special Licence fee
	Twice of the rate indicated in (1) above.	
(2) Retired Government employees		

(3) Central Government Employees working in offices ineligible for General Pool residential accommodation and employees working in Public Sector Bodies/Undertakings and State Government Employees. Twice of the rate indicated in (1) above.

(4) Ex MPs and persons not falling under any of the above category. Rs. 20,000 per day and a (refundable) security deposit of Rs.20,000 with the approval of Secretary(UD)

(DE OM NO. 12020/2/76-Pol. II dated 20.10.1998 and 23.10.2003)(xi) Allotment/ retention by Central Government officers on central deputation to PSUs/ Autonomous bodies on mandatory basis It has now been decided by the Government that : (i) Officers posted to PSUs, etc on deputation basis at the time of its initial constitution may be allowed retention of General Pool accommodation that they were occupying for a maximum period of 5 years and the concerned organisation should pay an amount equivalent to HRA admissible to the officer plus the flat rate of licence fee prescribed by the Government from time to time in respect of General Pool residential accommodation. The concerned organisation may recover normal licence fee from the official. (ii) Officers posted to PSUs etc on mandatory basis or under Central Staffing Scheme may be considered for allotment/ retention of General Pool accommodation and the concerned organisation should pay an amount equivalent to HRA admissible to the officer plus the flat rate of licence fee prescribed by the Government from time to time in respect of General Pool residential accommodation. The concerned organisation may recover normal licence fee from the official. (iii) In respect of each case under (ii) above the office of Establishment Officer, Department of Personnel & Training shall issue a certificate that the posting of the officer concerned to PSUs is on mandatory basis or under Central Staffing Scheme without seeking his/her option and is in public interest. (DE OM No.12035/14/92-Pol.II dated 11.10.2000)(xii) Ad hoc allotment to officers occupying departmental pool of accommodation on their transfer to eligible offices Such allotments shall be made subject to the following conditions:-(i) Officers who are in possession of departmental pool accommodation, on their transfer to eligible offices, will be considered for allotment in General Pool in the 'next below type' unless they are eligible for their entitled type of accommodation by seniority. (ii) Such concession shall be admissible only in cases where such officers are in occupation of departmental pool accommodation under the control of Government Departments. (iii) In case such allottees are in occupation of accommodation earmarked for a particular post or a particular category of employees such as essential maintenance staff of CPWD etc., they will not be eligible for such allotment. (iv) Applications for allotment of alternate accommodation may be submitted within a period of one month from the date of joining in the eligible office. (v) Such requests should be supported by documentary proof that the department concerned has requested for vacation of the departmental pool accommodation. (DE OM No.12035/19/98-Pol.II dated 10.5.2001)(xiii) Revised guidelines for allotment of government accommodation to the Political parties. The following guidelines have been approved by the Government:-(i) The National Political Parties, which have been recognized as such by the Election Commission of India, shall be allowed to retain/secure allotment of one housing unit from General Pool in Delhi for their office use on payment of licence fee under FR 45-A. (ii) The said accommodation will be provided for a period of three years during which the party would acquire a plot of land in an institutional area and will construct its own

accommodation for party office.(iii)One residential accommodation would be allotted/allowed to be retained by the party President of recognized national party in case the president does not have a house in Delhi, either of his own or allotted by Government in any other capacity.(iv)The facility of office accommodation will also be given to the State level parties recognized by the Election Commission of India provided it has in the opinion of the Cabinet Committee on Accommodation adequate representation in Parliament and its case for allotment is approved by the CCA on its merit.(v)The buildings allotted or in occupation of any political party stand cancelled. However, a period of six months or up to the time the allotment has been made, whichever is earlier would be given to the party to make alternate arrangement and vacate the Government accommodation.(vi)These guidelines shall be effective from 22.2.2000.(DE OM 12014/2/96-Pol.II dated 20.7.2000)(xiv)Allotment to Parliamentary staff of Political partiesAccommodation at V.P. House may be allotted to the Parliamentary staff of various political parties as under:

Parliamentary Parties having strength of more than 200 Members in Parliament	8 single suites
Parliamentary Parties having strength of 200 or less but not less than 150 Members in Parliament	6 single suites
Parliamentary Parties having strength of less than 150 but not less than 50 Members in Parliament	2 single suites

(DE OM No.12035/16/2000-Pol.II dated 22.9.2000)(xv)Guidelines regarding allotment of Government accommodation to the State level Political partiesThe following guidelines have been approved:-(i)Only those recognized State level parties that have strength of 7 Members in both Houses of the Parliament should be made eligible for allotment of accommodation for their party office.(ii)Such accommodation may be provided in V.P. House only.(iii)One double suite accommodation in V. P. House may be allotted to the recognized State level party.(iv)The said accommodation will be provided to the State Level Party as long as it is recognized by the Election Commission of India and has adequate representation in the Parliament as decided by the CCA.(v)Shiv Sena, Telegu Desam Party, Rashtriya Janata Dal, AIADMK, All India Trinamool Congress and Samajwadi Party, which have applied for accommodation for their party office and which are having strength of 7 and more Members in the Parliament, may be allotted one double suite accommodation at V.P. House in terms of guidelines.(DE OM 12/11/2000-CDN-I/Pol.II dated 4.5.2001)(xvi)Allotment of accommodation to Journalists and Press cameramenThe revised guidelines/ principles for allotment of accommodation to accredited journalists and press-cameramen are as follows:(a)The allotment of accommodation in Press Pool shall be made after taking into consideration the recommendations of the Screening Committee set up by the Ministry of Information & Broadcasting headed by Principal Information Officer, of which Joint Secretary/ Addl. Secretary, Ministry of Urban Development & Poverty Alleviation and Director of Estates shall be ex-officio members, and four journalists to be nominated by the Ministry of Information & Broadcasting as members. The Screening Committee will have a tenure of two years from the date of its first meeting and will be reconstituted every two years. Except the ex-officio members, no other member will continue as member for more than two terms.(b)The four journalists to be nominated as members by the Ministry of Information & Broadcasting will be from nominations received by the Ministry of Information & Broadcasting from the recognised association of different journalist/media persons and out of these at least two should be working journalists not having Government accommodation.(c)To determine the salary limit for a

correspondent to be eligible for Government accommodation, the category of journalists will be divided into two categories, viz (i) journalists drawing emoluments up to Rs.7000/- p.m. (excluding conveyance allowances) and; (ii) journalists drawing emoluments above Rs.7000/- p.m. to Rs.15000/- p.m. (excluding conveyance allowances). The Government accommodation would be first allotted to the first category of journalists and on availability of more accommodation, the journalists of the second category could be considered for allotment of Government accommodation.(d)The type of accommodation that would be allotted shall be limited to Type-IV (Spl). There shall be no discretionary quota for allotment out of this Pool, which will consist of 75 units, which are in occupation of journalists and press-cameramen at present.(e)The duration of allotment shall be 5 years for category-I and 3 years for category-II or till attaining the age of 65 years, whichever is earlier. This is further subject to the condition that the journalist should not be disqualified with PIB or disqualified for Government accommodation on any count during the period of allotment. In case of failure to vacate the accommodation beyond the said time limit, the unauthorised occupant shall be liable to pay licence fee at damages rates as fixed by the Government from time to time and also to face eviction proceedings under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971.(f)The facility of allotment of Government accommodation to journalists/press-cameramen shall be available for a period of five years and the system would be phased out thereafter.(g)There would be periodic review of accreditation of press correspondents/news cameramen by the Ministry of Information & Broadcasting and the result of such review would be informed to the Directorate of Estates to enable cancellation of allotment. The non-entitled journalists shall be allowed 6 months time to vacate the premises -two months on payment of normal rent and another four months on twice the rent. In case where a person becomes ineligible because of change of rule, retention would be allowed for a period of six months - four months at normal rent and two months on double the rent. In case of death, the family of the deceased allottee shall be allowed retention for a period of 6 months on payment of normal licence fee.(h)Only those journalists/press-cameramen, who do not own a house or flat as an owner or a holder of power of attorney in his/her or in the name of a family member or a dependent in the NCT of Delhi, which besides Delhi, includes the municipal limits of Ghaziabad, NOIDA, Gurgaon, Faridabad, Bahadurgarh and Sahibabad shall be eligible for allotment of accommodation from the Press Pool. Any transfer of ownership within a period of 5 years prior to the application/allotment shall render the applicant ineligible. Subsequent acquiring of a house by a journalist either as an owner or a holder of power of attorney in his name or in the name of his family member or dependent in the NCT of Delhi will render him ineligible for retaining of Government accommodation and he will vacate it within two months of acquisition of such a house.(i)No correspondent, unless accredited by the Press Information Bureau of the Government of India, would be eligible for Government accommodation. Journalists who are not Indian Nationals and/or who do not represent the Indian Media, though accredited with PIB, will not be eligible for Government accommodation.(j)Editors/Editor-cum-correspondent and Freelance Journalists as well as journalists engaged on contract basis, though accredited, will not be eligible for allotment of Government accommodation from the Press Pool.(k)Allottee shall be required to pay flat rate of licence fee under FR 45-A plus House Rent Allowances recoverable from the employer.(l)The Cooperative Societies of eligible journalists could be allotted land for construction of their own houses. Alternatively land could be allotted to Ministry of Information & Broadcasting for construction of flats to be allotted on rotation basis to accredited

journalists/press-cameramen.(m)No request for allotment of accommodation to Journalists/Press-Cameramen from the discretionary quota of Ministry of Urban Development & Poverty Alleviation over and above 75 units allocated shall be considered.(DE OM No.12035/18/94-Pol.III (Journalists) dated 15.6. 2001)Guidelines dated 15.6.2001 have been modified as under:(a)The Press Pool shall consist of 100 units.(b)Journalists/press-cameramen will be divided into the following two categories for the purpose of allotment of Government accommodation from Press Pool:(i)Journalists drawing emoluments up to Rs. 10,000/- per month (excluding conveyance allowance) - Category-I; and(ii)Journalists drawing emoluments between Rs. 10,001/- and Rs. 20,000/- p.m. (excluding conveyance allowance) - Category-II.(iii)Journalists drawing emoluments up to Rs. 10,000/- p.m. may be allotted Type-IV accommodation and Journalists drawing emoluments between Rs. 10,001 to 20,000/- p.m. may be allotted accommodation in Type IV-Special.(c)journalists to be nominated as members of the Screening Committee shall be nominated by the Ministry of Information & Broadcasting.(d)The duration of allotment shall be 5 years for category-I and 3 years for category-II and there will be no condition relating to age bar of 65 years for eligibility of Government accommodation from the press pool.(DE OM No.12035/18/94-Pol.III (Journalists) dated 19.11.2001)(xvii)Allotment to employees recruited on contract basisIt has been decided that for the purpose of allotment of accommodation from General Pool to officers recruited on contract basis, who are brought in Government service from outside but not as member of any organized service and for a limited period or specialized assignment on a fixed tenure basis (but of not less than three years), may be considered for allotment of General Pool residential accommodation on ad hoc basis. However, this relaxation will not apply to those officers who are recruited from open market so as to retire at the age of superannuation.(DE OM No.12035/59/79-Pol.II dated 16.7.1981)(xviii)Allotment/retention of General Pool accommodation by ConsultantsGovernment officers who retire from Government service and who are appointed as Consultants will not be considered for allotment/ retention of Government accommodation. If any Consultant is appointed by any Ministry/Department from open market, request for allotment of a flat in Asiad Village may be considered subject to availability and fulfillment of prescribed conditions. In case accommodation is not available in Asiad Village, they will be considered for allotment of a double room hostel accommodation.(DE OM No.12028/2/84-Pol.II dated 17.2.1988)(xix)Allotment/ retention of General Pool accommodation on short term appointment in Committee/ CommissionsIt has been decided that officers who are given short term assignment in Committees/Commissions after retirement may be considered for allotment/regularisation of a house not higher than CII category.(DE OM No.12028/2/84-Pol.II (part) dated 3.1.1996)(xx)Allotment of accommodation to ex-President, ex-Vice President, ex-Prime Minister and their spousesPerson, who holds the office of Vice President/Prime Minister, on demitting office, shall be eligible for allotment of unfurnished type VII bungalow from General Pool only in Delhi/ New Delhi for life time. In the event of death of President, Vice President, Prime Minister after demitting office, the surviving spouse shall be eligible for allotment of unfurnished type VII bungalow from General Pool only in Delhi/ New Delhi for life time.If a President, Vice President or Prime Minister dies in harness, the spouse shall be eligible for allotment of unfurnished type VII bungalow from General Pool only in Delhi/New Delhi for life time. Charges on account of water and electricity shall be borne by the allottee. The allotment shall be subject to the specific condition that it shall be used by the allottee only for his/her residence. Flat rate of licence fee shall be recovered for the accommodation allotted.(DE OM No.12029/2/87-Pol.II dated

6.12.1991)(xxi)Allotment of accommodation to ex-Prime Ministers of India, who are sitting Members of ParliamentEx-Prime Ministers, who are now sitting Members of Parliament, may be allotted type VIII bungalow from General Pool on payment of normal licence fee.(DE OM No.12035/2/87-Pol.II (Vol. II) dated 5.7.1996)(xxii)Allotment of type I accommodation to employees eligible for allotment of type II accommodationIt has now been decided that officials, who were eligible for allotment of type I accommodation at the time of submission of application and has now become eligible for allotment of type II accommodation due to increase in their emoluments, may also be considered for allotment of type I accommodation by including their names in the waiting list at appropriate place. However, technical acceptance of lower type of accommodation will not be allowed in such cases.(DE OM No.12035/11/2004-Pol. II dated 17.3.2005)(xxiii)Accommodation to officers inducted into Government service at intermediate or higher levelsThe officers recruited directly at intermediate level who retire on superannuation may be allotted the accommodation on ad-hoc basis in the next below category. Such allotments, however, will be restricted up to D-I(V-B) type. For determining the eligibility, their pay on the crucial date for that allotment year or the date of joining service, whichever is later, shall be taken into account. Allotment to these officers would be made without keeping them on the normal ad-hoc waiting list but such officers can be allotted accommodation only after every 4th in-turn allotment.The inter-mediate level starts with the officers who are in the pay scale of Rs.3700-5000 and above (pre-revised) i.e Rs.12000-16,500 (revised scales).(D.E. O.M No.12027/1/74-Pol.II dated 14.9.1992)(xxiv)Change of accommodation to officer inducted at intermediate levelSuch officers may be allowed change immediately after acceptance of accommodation without waiting for a period of 3 years. They will be placed in the normal change waiting list and will be allotted accommodation on maturity of their turn on change waiting list.(DE OM No. 12027/1/74-Pol.II (Pt) dated 23.6.1999)(xxv)Admissibility of House Rent Allowance in the event of non-application or non-acceptance or surrender of General Pool Residential Accommodation at various stationsThe position of demand and availability of General Pool Residential Accommodation administered by the Dte. of Estates in Delhi and various Regional Stations has been reviewed. It has been found that the General Pool Residential Accommodations in certain types are presently surplus in Faridabad and Ghaziabad only. It has, therefore, been decided that the Government servants who are eligible for General Pool Residential Accommodation but who do not submit applications for such accommodation or those who after submitting such applications refuse to accept the accommodation offered/allotted or those who after having accepted such accommodation surrender it, may be paid HRA, if otherwise admissible, without obtaining 'No Accommodation Certificate' from Dte. of Estates or its Regional Offices, as the case may be, in respect of all types of accommodation at the under mentioned stations :

- | | |
|------------|---------------|
| 1. Delhi | 6. Nagpur |
| 2. Mumbai | 7. Chandigarh |
| 3. Kolkata | 8. Bangalore |
| 4. Shimla | 9. Indore |
| 5. Chennai | |

(2)The Government servants who after submitting applications refuse to accept the accommodation offered/allotted or those who after having accepted such accommodation surrender it, as stated above, will be considered again for allotment of Government accommodation at the same station in

accordance with the provisions of SR-317-B-10.(3)The Government servant who after submitting his application for allotment succeeds in making his own arrangement for residential accommodation and informs the Dte. 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 Government accommodation.(DE OM No.12034/1/88-Pol.III Dated 15.11.2002)(xxvi)Allotment of General Pool accommodation to Union MinistersAllotment of General Pool residential accommodation to Union Ministers shall be made as per provisions of the Ministers Residences Rules, 1962.(xxvii)Allotment to Freedom Fighters, Eminent Artists, Private persons such Social Workers and private organizationsAllotment of GPRA to Freedom Fighters, Eminent Artists, Private persons such Social Workers, etc. and private organizations shall be considered as per provisions of OM No. 12035/11/97-Pol. II dated 17.11.1997.(SR 317-B-8)

8. Maintenance of Separate Pools for Certain Categories of Officer.

(1)Notwithstanding anything contained in these rules, the following pools shall be maintained, namely:-(i)'Lady Officers Pool' separately for married lady officers and for single lady officers; and(ii)"Tenure Officers Pool' for the officers of the Indian Administrative Service, the Indian Forest Service and the Indian Police Service on duty with the Central Government or the Delhi Administration on tenure basis.Explanation. - In Clause (i)

1. 'Married lady officer' means a lady officer whose marriage is subsisting and who is not judicially separated from her husband.

2. The number and type of residence to be placed in these pools shall be determined by the Government from time to time.

3. The inter se seniority of the officer eligible for allotment of residence under this rule shall be determined in the following manner, namely :

(a)In the Lady Officers' Pool, on the basis of the priority date on which each such officer became eligible for the type of residence in that pool;(b)In the Tenure Pool, on the basis of the date from which each such officer began to draw emoluments pertaining to the type to which he is to be considered for allotment."Provided the officer shall be entitled to allotment of accommodation in the entitled type from Tenure Officers Pool."Government Decisions:(i)Restriction on husband/wife for allotment of accommodation from Lady Officers PoolIt has been decided that all lady officers, who are otherwise eligible for General Pool accommodation, will also be eligible for allotment from the Lady Officers' pool. It should therefore, be ensured that between the husband and wife, not more than one residence is allotted. Whosoever turn matures earlier, he/she will get the allotment on the condition that the other spouse will not get another allotment.(DE OM No. 12033/4/76-Pol. II dated 25.5.1976)(ii)Clarification regarding status of widowIt has been decided that a widow with or without children be treated as a 'Single' Lady Officer for the purpose of allotment of residential accommodation from 'Lady Officers' Pool'.(DE OM No. 12035/6/83-Pol. II dated 6.11.1984)(iii)Entitlement of accommodation for officers of Indian Foreign Service from 'IFS

quota' It has been decided that the officers of the Indian Foreign Service may be allotted accommodation out of the IFS Quota in their entitled types in type D and E on the basis of the prescribed emoluments for the relevant Allotment year. (DE OM. No. 12035/5/85-Pol. II dated 17.9.1986)(iv) Allotment of accommodation from Lady Officers' Pool Lady Officers, who are already in occupation of General Pool accommodation, will be eligible for allotment of higher type of accommodation, in their own turn, from the quota earmarked in Lady Officers' Pool (DE OM No. 12035/10/84-Pol. II dated 7.2.1997)(v) Creation of a pool of accommodation for allotment to Secretaries and Secretary level officers It has been decided to create a pool of accommodation by earmarking 70 units of accommodation for exclusive allotment to serving officers posted as Secretaries and Secretary level officers, irrespective of the service to which they belong, as per details given below:

Type VIII 10

Type VII 20

Type VI (B) 40

The units so earmarked will constitute a pool of accommodation for such officers and will be made available for allotment in future to such serving officers who are posted as Secretary/ Secretary level officers. Often serving Secretaries/ Secretary Level officers are re-employed after retirement in an eligible office and are allowed retention of same accommodation. Any such deviation from the Pool on this account would be replenished immediately by placing an equivalent type of accommodation in the Pool so that there is no loss of unit in the earmarked pool. (DE OM. No. 13/146/97-TS dated 6.1.1998)(vi) Change to allottees of lady officers' pool from General Pool It has been decided that lady officers will be allowed change from Lady Officers' Pool only, unless their date of priority is covered in General Pool. Separate change waiting list will be maintained for lady officers and they will be allowed change against the units earmarked in Lady Officers' Pool. Those lady officers who have already been wait-listed for change on the normal change waiting list, will be allowed change from the General Pool as well. (DE OM No. 12035/10/84-Pol. II dated 16.4.1999)(vii) Earmarking of specific bungalows for the Union Council of Ministers and Leaders of Opposition in Parliament It has been decided not to earmark specific houses for Union Council of Ministers and Leaders of Opposition in Parliament. (DE OM No. 22016/1/90-Pol. II (Pt. II) dated 5.7.2000)(viii) Augmentation of Lady Officers Pool It has been decided to augment the Lady Officers Pool to the number of units indicated against each type below:

Type	Number of units
I	300
II	2300
III	1625
IV	250
IV (Spl)	50
VA (DII)	150
VB (DI)	45
VIA (CII)	25

(DE OM. No. 12035/10/84-Pol (Vol. II), II dated 25.4.2003)(ix)Augmentation of Tenure Pool accommodation for allotment to All India Services officersIt has been decided to augment the Tenure Pool and the total number of units in various types after augmentation will be as under:

Type IV	190*
Type-IV (Spl)	50*
D-II	365
D-I	509
C-II	306
Total	1420-240* = 1180

* will continue in Tenure Pool till the projected additional C-II and D-II houses become physically available.(DE OM No.12035/11/2002-Pol.II dated 17.6.2003)(x)Creation of separate Tenure Pool for Non-All India Services Officers on Central deputation(a)It has now been decided that a separate Tenure Pool (Non-AIS Tenure Pool) of accommodation may be established and maintained for allotment of Government accommodation to the officers of Services other than the All India Services, who come on Central deputation under the Central Staffing Scheme. The number of various types of accommodation to be placed in the new Pool shall initially be 367, the details of which are given below:(i)Type VIA (CII): 24 flats to be placed in the (non-AIS) Tenure Pool on completion of construction of Type VI houses planned at Deen Dayal Upadhyay Marg (Rouse Avenue).(ii)Type VB (DI): 63 flats to be placed in the (non-AIS) Tenure Pool on completion of construction of Type V houses planned at Deen Dayal Upadhyay Marg (Rouse Avenue).(iii)Type VA (DII): 138 units to be placed in the (non-AIS) Tenure Pool out of the existing General Pool over a period of 5 years, beginning with 2003-04.(iv)Type IV (Special)/Type IV: 142 units [Type IV (Spl) - 42 and Type IV - 100] to be placed in the (non-AIS) Tenure Pool on completion of construction of Dev Nagar Housing Project where Type IV category houses have been planned.(b)The number and types of these houses in the (non-AIS) Tenure Pool shall be reviewed after three years from 2003-04 to improve the compatibility between availability and demand.(c)Several officers of Services other than the All India Services, on expiry of their deputation tenure with the Central Government under the Central Staffing Scheme, is likely to secure posting in their parent Departments Cadres in Delhi itself and may then insist on retention of Government accommodation allotted to them from the (non-AIS) Tenure Pool. To avoid depletion in the stock of the (non-AIS) Tenure Pool accommodation on account of such reversion/posting in Delhi, vacation of accommodation in the (non-AIS) Tenure Pool by such officers would be insisted upon as in the case of AIS Tenure Pool,, unless they continue to be eligible, after such reversion and posting in Delhi, for allotment of accommodation from the General Pool and their date of priority is covered for allotment of such accommodation.(d)If this leads to retention of accommodation in the (non-AIS) Tenure Pool, equal number and equivalent types of accommodation will be transferred and placed from the General Pool to the (non-AIS) Tenure Pool to ensure that there is no depletion in the (non-AIS) Tenure Pool for non-All India Services officers and dislocation of the officers concerned is also avoided to the extent possible.(DE OM No.12024/1/95-Pol.II Dated 1st March, 2004)(SR 317-B-8A)

9. Out of Turn Allotment.

(1) Notwithstanding the provisions of SR-317-B-7 accommodation of entitled category -(a) not exceeding three units in the case of personal staff attached to the Cabinet Minister, (b) not exceeding two units in the case of Minister of State, (c) not exceeding three units in the case of personal staff attached with Deputy Chairman, Planning Commission, (d) not exceeding three units each in the case of personal staff attached to the Speaker, Lok Sabha and Deputy Chairman, Rajya Sabha. may be allotted immediately on out of turn basis, if the exigencies of duties so demand. Government Decisions: (i) Retention of accommodation by officials working in the personal staff of the Ministers on co-terminus basis Allotment may be cancelled after allowing one month's concessional period under the SR-317-B-11 from the date the officials, who were working in the personal staff of Minister on co-terminus basis cease to be in the personal staff of the Ministers. The benefit of retention under SR-317-B-22 on medical/education ground on payment of double the normal licence fee may also be allowed in such cases. In case such officials avail leave immediately on termination of their services, the allotment may be cancelled after allowing one month's period or the period of their leave not exceeding four months, whichever is more. [DE OM No. 12035/24/96-Pol.II dated 16.8.96] (ii) Guidelines for out of turn allotment It has now been decided to lay down detailed guidelines which will regulate the discretionary allotments of Government accommodation in future. Discretionary allotments to serving Government officials shall be permitted only on medical, security and functional grounds. (2) Such allotments on medical, security and functional grounds which are not covered under general policy instructions shall be made through two Committees of officers duly constituted for the purpose, which shall consider each request within laid down policy guidelines. The composition of the Committees shall be as under: A. Allotment of Type-IV SPL. and Above Accommodation

Secretary (Urban Development)	Chairman
Secretary (Personnel)	Member
(Where the proposal involve Additional Secretary, and equivalent or above)	
OR	
Establishment Officer	
(Where proposal involves Deputy Secretary/ Director, Joint Secretary and equivalent or Tenure Pool Officers)	
Joint Secretary (in-charge of Estates matters)	Member
Two Medical Experts (For medical cases only)	Members
One Secretary/ Addl. Secretary level officer co-opted from other Ministries	Member
Director of Estates	Member Secretary

(B) Allotment of Type IV and Below

Joint Secretary (Dealing with the estates matters)	Chairman
Joint Secretary (Staff Welfare)	Member
Ministry of Personnel & Training	

Two Medical Experts (For medical cases only)	Members
One Joint Secretary level officer co-opted from other Ministries	Member
Director of Estates	Member
Addl. Director of Estates/ Director of Estates-II	Member Secretary

*Note: One officer of appropriate rank, such as Secretary/ Additional Secretary to the Government of India from Ministries other than Ministry of Urban Affairs and Employment or Personnel, Public Grievances & Pension shall be specifically invited. While extending such invitation, it will be ensured that representatives of that Ministries/ Department whose proposals are on the agenda of the meetings are not invited. Such a member shall be co-opted from various Ministries by following a principle of rotation.

(3) Procedure/ guidelines to be Followed: (i) The committee shall meet at least once in three months to consider all applications received through proper channel. The requests in the case of Deputy Secretary and above should be specifically recommended by the Secretary of the Department concerned, and by Joint Secretary (Administration)/ Heads of the Department in all other cases. (ii) The committee shall consider discretionary allotment in the next below type of the entitlement of the officials concerned. (iii) The Committee, while recommending allotment to the competent authority, i.e. Minister in-charge, shall make a speaking recommendation in each case giving specific reasons for discretionary allotment. Where the Minister differs from the recommendations of the Committee, he will also record the reasons therefore in writing. (iv) The detailed guidelines for priority allotment of Government accommodation on medical grounds within the overall ceiling of 5% of all types of discretionary allotments in each type in a year are in Annexure-I. (v) The priority allotment on functional grounds, as specified in Annexure II, shall be made by the Directorate of Estates within the overall quota prescribed for each category of dignitaries and the overall ceiling of 5% without referring them to the Committees constituted in para 2 above as no discretion in such cases is involved. (vi) The Committee may also consider and recommend for allotment of residential accommodation to any other cases of serving officials, not falling under any of the categories mentioned above, on extreme compassionate grounds. Each allotment shall, however, be restricted to a total of not more than 5 houses in each type (Type-I to V only) in a year, within the overall ceiling of 5% of each such type in a year.

(4) Allotment to Private Individual/ Non-Governmental Organisation The allotments made to private persons such as eminent artists, persons of outstanding merit engaged in works of national standing or national award winners in the field of science, sports or social services and non-Governmental organizations/ institutions will be valid only up to the end of the current allotment period. The non-Governmental organizations will not be eligible for allotment of Government residential accommodation nor will any proposal for extension in the present allotment period be considered, except in national interest or meeting international obligations with the approval of the Cabinet Committee on Accommodation. Similarly, discretionary allotment to private individuals/ non-Government persons including freedom fighters shall be allowed only with the approval of the CCA, if it is considered necessary in national interest or for meeting international obligations. The widows of the freedom fighter will be allowed to retain Government accommodation only for a period of six months after demise of the allottees.

(5) All the aforesaid types of discretionary allotments shall be made by the Government within the overall ceiling of 5% of the vacancies occurring in each type of

houses in a calendar year and under no circumstances such allotments shall exceed such ceiling.(6)The Directorate of Estates shall circulate the list of all such allottees to the various Government Departments on a quarterly basis and an yearly statement of such allotment would be laid on the Table of each House of Parliament in the light of the Supreme Court Judgement dated 23.12.1996 in CWP No. 585/94.

Annexure I Medical Grounds

The allotment on medical grounds including ground floor/ central area shall be made in the case of the Government Servants and their spouses, dependent children and dependent parents, suffering from any of the following diseases:

- (a) Tuberculosis : Pulmonary tuberculosis (serious cases only)
- (b) Cancer Cases : Malignant neoplasm
- (c) Heart ailments : Of an exceptionally serious nature and in need of urgent treatment.
- (d) Disabled persons:
 - (i) Blind - Those who suffer from either of the following conditions:
 - (1) Total absence of sight
 - (2) Visual Acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses
 - (3) Impression of the field of vision subtending an angle of 20 degrees or worse.
 - (ii) Deaf: Those having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears
 - (iii) Orthopaedically handicapped: To the extent of 40% and above disability.
 - (iv) Mentally handicapped/ spastic dependents.

Note: The list of diseases, on the basis of which discretionary allotment may be considered as above, is not an exhaustive one. The Committees may consider any other life threatening disease or other serious disability causing permanent impairment, for this purpose. In case disability of dependent parents is the sole ground for asking for discretionary allotment, the Committees should consider the facts and circumstances along with merits of each case carefully, before making their recommendations.

Annexure-II Functional Grounds

The personal staff working with the Ministers and with other dignitaries as specified below shall be allotted accommodation one type below their entitlement on the basis of the emoluments prescribed on the crucial date in the relevant allotment year. However, Private Secretary to Prime Minister/ Minister shall be eligible for allotment of Government accommodation as per their entitlement on the crucial date subject to availability. The allotment of accommodation to the personal staff of the various dignitaries shall be made within the overall ceiling of 5% of vacancies in respect of each type of houses occurring in a year. The personal staff working with the following authorities shall be eligible for priority allotments:-

- (1) Key personnel in Prime Minister's Office based on the recommendations made at a level not below the Joint Secretary in-charge of administration in the Prime Minister's Office.
- (2) Personal Staff attached to Ministers:-
 - (i) Cabinet Minister/ Ministers of State:- Three members of the personal staff (other than Group "D") and one Jamadar/ Peon. In addition, one Group 'D' may be given change of accommodation as recommended by the Minister.
 - (ii) Deputy Ministers/ Parliamentary Secretaries:- Two members of personal staff (other than Group "D") and one Jamadar/ Peon. In addition, one Group 'D' may be given change of accommodation as recommended by the Minister.

Such allotments would be subject to the further following conditions:-

- (a) Such priority allotments have not already been made to the personal staff on the recommendations of the Minister, Deputy Minister or Parliamentary Secretary.
- (b) No fresh sanction for such allotment would be made with the change in the portfolio of the Minister, etc; if those members of the staff who have been allotted General Pool quarters on the basis on his recommendation, continue to be with the Minister.
- (c) In case of a new Minister, if none of the members of his personal staff have been allotted accommodation on his recommendations, irrespective of whether some members of his personal staff are in occupation of General Pool accommodation, priority allotments may be made on his recommendation restricting the numbers as prescribed above.
- (d) If the portfolio of the Minister is changed or if the Minister

demits office and is thereafter appointed as Minister in the same Ministry or in another Ministry in case those members of his personal staff who have been allotted General Pool accommodation earlier continue to be in his personal staff and the quota indicated above have been exhausted, no further priority allotment or change of allotment is to be made.(3)Key personnel in Cabinet Secretariat :- Key officials of Cabinet Secretariat(Main) with responsibility relating to meeting of the Cabinet/ Cabinet Committees/ Committees of Secretaries as recommended by the Joint Secretary in-charge of Administration in the Cabinet Secretariat(4)Leaders of Opposition in the Lok Sabha/ Rajya Sabha: Three members of personal staff (other than Gr. 'D') and one Jamadar/ Peon.(5)Chairman/ Deputy Chairman, Rajya Sabha, Speaker/ Deputy Speaker, Lok Sabha/ Chief Justice of India/ Deputy Chairman, Planning Commission:- Three members of personal staff (other than Group "D") and one unit for Jamadar/ Peon.(6)Judges of Supreme Court/ Members of Planning Commission:- Two units for personal staff (other than Gr. 'D') and one unit for Jamadar/ Peon.(7)Chief Election Commissioner/ Election Commissioners/ Secretaries to Government of India: - Two units for personal staff (other than Group "D") and one unit for Jamadar/ Peon.(8)A maximum of two persons from personal staff of each of the former Presidents, Vice Presidents and Prime Ministers may be provided with discretionary residential allotments from the General Pool in Delhi, provided the dignitaries are residing in Delhi.Note:- The allotment of accommodation may be made in a central area, subject to availability. However, no personal staff shall be entitled to more than one change, which would form part of "in-turn change" after due enlistment on the change waiting list.(DE OM NO. 12035/2/97-Pol.II (Part II) dated 17.11.1997)(iii)Change of accommodation in respect of residences allotted on out-of-turn basis during the year 1991-1995It has been decided that out-of-turn allottees of type III and higher type of accommodation may be registered for change of accommodation in case their date of priority for in turn allotment for such type of accommodation is covered.(DE OM No.12033/3/76-Pol.II dated 3.12.1997)(iv)Priority allotment on functional grounds - change of accommodationPersonal staff working in PMO/Cabinet Secretariat etc, who have been sanctioned priority allotments against discretionary quota of 5% and whose turn in in-turn/initial waiting list is covered in the normal course, may be offered a Government accommodation in the central area (First floor) or non-central area (Ground floor) overlooking the change waiting list, on functional grounds. Such allotment may not be counted against the discretionary quota of 5% as there would not be any net loss of unit to the housing stock available for in turn allotment.(DE OM NO. 12035/2/97-Pol.II (Part II) dated 24.4.2000)(v)Discretionary quota for personal staff attached with ministers consequent upon formation of new GovernmentIt is clarified that consequent upon formation of new Government, the members of Union Council of Ministers will be eligible for discretionary quota for allotment of Government accommodation to their personal staff on functional grounds even if some of the members of personal staff, who have been allotted Government accommodation from the quota of same Ministers in the previous Government, continue to work with them.(DE OM NO. 12035/2/97-Pol.II (Part II) dated 17.5.2000)(vi)Review of guidelines dated 17.11.1997It has now been decided as under:-(a)All categories of personal staff attached with various dignitaries shall be allotted accommodation one type below their entitlement. Priority allotments shall be made as per the waiting lists maintained on the basis of dates of sanctions.(b)Specific cases of overriding priority would be decided by the Cabinet Committee on Accommodation.(c)An annual quota of 20 residential units may be earmarked for priority allotment to the officers working in the PMO. These units shall be in addition to the number of units to be allotted to the personal staff attached to the Prime Minister.(d)An

annual quota of 10 residential units may be provided for allotment to the key officials working in Cabinet Secretariat.(e)A quota of 15 residential units may be earmarked for allotment on priority basis to the key officials working in the Vice President Secretariat.(f)Discretionary quota in respect of Chief Justice of India may be increased to 7 units.(g)2 units for personal staff and one unit for Jamadar/ Peon may be allowed for priority allotment attached with the CAG of India, Attorney General of India, Chairman, UPSC and Central Vigilance Commissioner.(h)The personal staff/key officials eligible for priority allotment on functional basis shall be eligible to accept two below category of accommodation within the overall ceiling prescribed and still remain in consideration for priority allotment of one below category.(DE OM No.12035/2/97-Pol.II dated 28.7.2000)(vii)Allotment of government accommodation on security groundsIt has now been decided that:(i)In future no Government accommodation will be allotted to any private person on security consideration except to an SPG protectee.(ii)Security protectees will not be required to surrender their own house in Delhi in lieu of allotment of General Pool residential accommodation.(DE OM 12035/8/93-Pol.II (part) dated 27.12.2000)Special licence fee shall be charged in respect of Government accommodation provided to the security protectees including SPG protectees.(DE OM 12035/8/93-Pol.II (part) dated 24.7.2003)(viii)Quota for key personnel working in the Deputy Prime Minister's OfficeAn annual quota of five units may be earmarked for allotment to the key personnel working in the Deputy Prime Minister's Office under overall ceiling of 5% of vacancies occurring in each type in a calendar year. These units shall be in addition to the number of units to be allotted to the personal staff attached to the Deputy Prime Minister under the provisions of the Allotment Rules.(DE OM No.12035/2/97-Pol.II dated 24.7.2003)(ix)Out-of-turn allotment to the 'key officials' working in Vice-President's Secretariat, Prime Minister's Office and Cabinet Secretariat.

1. Under the existing instructions dated 28.7.2000, 'key officials' working in the Vice-President's Secretariat, Prime Minister's Office and Cabinet Secretariat are eligible for out-of-turn allotment of General Pool residential accommodation within the ceiling of 5 per cent of the number of houses of each type falling vacant in a year. Such officials are allotted accommodation one type below their entitlement.

2. While working as Directors in the Government of India (GOI) on Central deputation, some such key officials may be promoted to the Super Time Scale/ Senior Administrative Grade (Rs.18,400-500-22,400) in the Services/ Cadres to which they belong. To get the benefit of the higher scale of pay, such officers would have to revert to their respective Services/ Cadres. However, some such officers may be retained on Central deputation, in public interest, as it may not be possible to relieve them in the middle of their tenure on Central deputation. In such cases, such officers are given proforma promotion to the Super Time Scale/Senior Administrative Grade and their pay is fixed, as per rule, at Rs. 18,300/-, i.e., the maximum of the

grade of Directors in the GOI (Rs.15,100-400-18,300).

3. The matter regarding grant of notional entitlement to type VIA (CII) accommodation in respect of such key officials has been considered by the Government and it has now been decided that key officials working in the Vice-President's Secretariat, Prime Minister's Office and Cabinet Secretariat, who are given proforma promotion to the Super Time Scale/ Senior Administrative Grade or equivalent grade in their respective Services/Cadres but are retained on Central deputation as 'key officials' in the offices mentioned above, in public interest, will be considered, in their capacity as such "key officials", for out-of-turn allotment of accommodation one type below their notional entitlement, (which will be type VIA (CII) accommodation).

4. The grant of notional entitlement to CII type accommodation will be restricted to those 'key officials' who are retained on Central deputation in public interest. Unless this fact is certified by the Administrative Department/ Controlling Office, the benefit of notional entitlement to CII type accommodation would not be allowed.

5. The benefit of notional entitlement to CII accommodation would not be admissible in cases where the prescribed quota for 'key officials' in a particular year has already been exhausted.

(DE OM No.12035/19/2003-Pol.II dated 10.3.2004)(x)Priority allotment to the personal staff attached with Union Ministers and other dignitaries - List of central areas and non-central areasIt has now been decided that discretionary allotments/ out-of-turn allotments to the personal staff attached with the various dignitaries and key officials working in the Vice-President's Secretariat, Prime Minister's Office and Cabinet Secretariat will be allotted accommodation on first floor in central areas or any floor in non-central areas. It has also been decided that the following localities for the types of accommodation specified below shall constitute central areas:-

Sl. No.	Type of Accommodation	Locality (Central Area)
		1. Chankyapuri
1.	D I (V B)	2. Bharti Nagar
3.	Rabindra Nagar	
		1. Kaka Nagar
2.	Pandara Road	
3.	Pandara Park	

4.	Shah Jahan Road		
2.	D II (V A)	5.	Tilak Lane
6.	Vinay Marg		
7.	Lodhi Road Complex		
8.	Subramanyam Bharti Marg		
		1.	Laxmibai Nagar
2.	Sarojini Nagar		
3.	IV	3.	Netaji Nagar
4.	Peshwa Road		
5.	Kalibari Marg		
6.	Pandara Road		
		1.	DIZ Area
2.	Sarojini Nagar		
3.	BKS Marg		
4.	III	4.	Mandir Marg
5.	Lodhi Road Complex		
6.	North West Moti Bagh		
7.	Laxmibai Nagar		
		1.	DIZ Area
2.	BKS Marg		
3.	Mandir Marg		
4.	Lodhi Road Complex		
5.	North West Moti Bagh		
5.	II	6.	Laxmibai Nagar
7.	Netaji Nagar		
8.	Kidwai Nagar (East)		
9.	Aram Bagh		
10.	Kalibari Marg		
11.	Albert Square		
12.	Hanuman Road		
		1.	BKS Marg
2.	Kalibari Marg		
6.	I	3.	Panchkuian Road
4.	Minto Road		
5.	Prem Nagar (New)		
6.	DIZ Area		

2. It has also been decided that no allotment shall be made in Lodhi Colony on out-of-turn basis in respect of types II, III and IV accommodation.

3. Accommodation located in areas other than those mentioned in above paragraph shall be treated as non-central areas.

(DE OM No.12035/5(2)/2003-Pol.II dated. 2.4. 2004)S.R. 317-B-9

10.

(Deleted)(S R 317-B-10)

11. Non Acceptance of Allotment or Offer or Failure to Occupy the Allotted Residence after Acceptance.

(1)If any 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 the letter of allotment, he shall not be eligible for another allotment for a period of one year from the date of the allotment letter.(2)If an officer occupying a lower type of residence is allotted or offered a residence of the type for which he is eligible under SR 317-B-5 or for which he has applied under SR 317-B-7(I)(iii), 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 :-(a)That such an officer shall not be eligible for another allotment for the remaining part of the allotment year in which he has declined the allotment or offer.(b)While retaining the existing residence he shall be charged the same licence fee which he would have paid under FR 45-A in respect of the residence so allotted or the licence fee payable in respect of the residence already in his occupation, whichever is higher.Government Decisions:(i)Liability for payment of licence fee in respect of officers refusing allotmentWhen an officer in occupation of lower type of accommodation is allotted or offered the residence of the entitled type for which he is eligible under SR 317-B-5, and such an allotment has been expressly refused in writing, the liability for payment of licence fee would commence from the date of refusal and in cases in which the refusal is inferred from the omission/ silence on the part of the allottee i.e. in case in which the refusal is a matter of inference/ presumption the liability for payment of licence fee mentioned in rule 10(2) (b) would be from the 5th day of the receipt of the allotment letter or the 8th day of the date of receipt of the letter of allotment in case an officer after acceptance fails to take the possession of the accommodation, as the case may be.(DE OM NO. 12033/1/77-Pol.II dated 12.7.1974)(ii)Non acceptance of allotment of the entitled type of accommodation by officers in occupation of lower type of residence - recovery of licence feeAn officer in occupation of a lower type of residence, who refuses to accept allotment of his entitled type, is to be charged the same licence fee which he would have had to pay under FR 45 A in respect of his residence so allotted or offered or the licence fee payable in respect of the residence already in his occupation, whichever is higher. Such enhanced licence fee is recovered for the remaining part of the allotment year in which the allotment of the higher type of residence is made.(DE OM NO. 12033/4/78-Pol. II dated 22.1.1979)(iii)Admissibility of HRA on restriction of allotmentThe

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 the 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 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. (DE OM No. 12035/9/86-Pol. II dated 20.10.1987)

(iv) Restriction of allotment Where restriction of locality/floor is sought by Government officers after initial allotment has been made to him, he may be considered for another allotment only after expiry of three months. He would be put on change waiting list for the locality/ floor of his choice only after such debarment period is over. However, in cases where the officer is willing to pay licence fee for one month to compensate the Government for likely loss of revenue, he shall be put on the change waiting list immediately after his consent in this regard is received in writing. In cases where request for such restrictions are made before initial allotment, no rent need be charged and the officer concerned will be put on the change waiting list for the locality/ floor of his choice, with reference to the date on which his date of priority is covered, or when his specific request was received in this Directorate, whichever is later. In cases where an officer seeks area/ floor restriction in advance, prior to the date on which his date of priority got covered, the officer concerned may, straightaway, be put on the change waiting list for the locality of his choice with reference to the date on which his priority for the said type of accommodation got covered, and/ or the date when his specific request for area/floor restriction was received in the Directorate, whichever is later. (DE OM. No. 12035/9/86-Pol. II dated 15.9.1997)

It has been decided that allottees, who are already in possession of Government accommodation of lower type, may also apply for restriction of locality/floor in respect of higher type of accommodation offered to them on maturity of their turn. Such allottees shall be wait-listed for change as per their choice and will be liable to pay normal licence fee for a period of one month only in addition to the normal licence fee in r/o lower type of residence in their possession, till the maturity of their turn for change in higher type. (DE. OM NO. 12035/9/86-Pol. II dated 17.3.1998)

(v) Deferment of allotment of residential accommodation As per existing instructions deferment of allotment of residential accommodation can be sought for a period of not less than three months and for a maximum period of six months. It has now been decided that request for deferment after offer of allotment may not be treated as refusal to accept the allotment and the applicant may not be debarred from allotment. Such cases may be reconsidered for allotment on receipt of request after the deferment period is over. (DE OM No. 12035/7/2000-Pol. II dated 28.3.2000)

(vi) Acceptance of allotment - period for It has been decided as working arrangement that response to an allotment should be awaited for 8 days from the date of issue of the allotment letter and the residence concerned should be allotted further in the waiting list immediately thereafter. (DE OM No. 12035/16/2005-Pol. II dated 2.9.2005)

(vii) Deferment of allotment of residential accommodation Deferment of allotment of residential accommodation can be sought for a period of not less than three months. In case 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 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 three 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 six months.(DE OM No. 12035/16/2005-Pol.II dated 2.9.2005)(S.R. 317-B-11)

12. Period for which allotment subsists and the concession period for further retention.

(1)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-clause (2) after the officer ceases to be on duty in an eligible office in Delhi.(b)It is cancelled by the Director of Estates or is deemed to have been cancelled under any provisions in these rules.(c)It is surrendered by the officer, or(d)The officer ceases to occupy the residence.(2)A residence allotted to an officer may, subject to sub rule (3) 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 bonafide use of the officer or members of his family :

Events	Permissible period for retention of residence
Resignation, dismissal or removal from Service, termination of service or un-authorized absence without permission	1 month
Retirement or terminal leave	2 months on normal licence fee and another 2 months on double the normal licence fee
Death of the allottee	12 months
Transfer to a place outside Delhi	2 months
Transfer to an ineligible office in Delhi	2 months
On proceeding on foreign service in India	2 months
Temporary transfer in India or transfer to a place outside India	4 months
Leave (other than leave preparatory to retirement, refused leave, terminal leave medical leave (maternity leave or study leave)	For the period of leave but not exceeding four months
For the period of maternity leave plus leave	

granted in continuation
subject to a maximum of
five months

Leave preparatory to

retirement or refused

leave granted under FR 86

or Earned leave granted

to Government servant

who retired under FR

56(j)

For the full period of leave on full average pay

subject to a maximum 180 days in the case of

leave preparatory to retirement and four

months in other cases, inclusive of the

period permissible in the case of retirement.

Study leave in or outside
India

(a)

In case the officer is in
occupation
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 six months, he may be allotted
alternative accommodation, of a type below his
entitlement, on the expiry of six months or
from the date of commencement of the study
leave if he so desires.

Deputation outside India

For the period of deputation but not exceeding
six months

Leave on medical grounds Full period of leave

On proceeding on
training

For full period of training

Explanation I. - Wherever an officer on transfer or foreign service in India is sanctioned leave and avails of it before joining duty at the new office he may be permitted to retain the residence for the period mentioned against items (iv), (v), (vi) and (vii) or for the period of leave, whichever is more. Explanation II. - Where an order of transfer or foreign service in India is issued to an officer while he is already on leave, the period permissible under EXPLANATION -I shall count from the date of issue of such order. (3) Where a residence is retained under sub rule (2) the allotment shall be deemed to be cancelled on expiry of admissible concessional unless immediately on the expiry thereof the officer resumes duty in an eligible office in Delhi. (3A) Where an officer is on medical leave without pay and allowances, he may retain his residence by virtue of the concession under item (xii) of the table below sub rules (2) provided he remits the licence fee for such residence in cash every month and where he fails to remit such licence fee for more than two months, the allotment shall stand cancelled. (4) An officer who has retained the residence by virtue of the concession under item (i) or item (ii) of the table below sub rule (2) shall on re-employment in an

eligible office, within the period specified in the said table, be entitled to retain that residence under these rules. Provided that if the emoluments of the officer on such re-employment do not entitle him to the type of the residence occupied by him, he shall be allotted a lower type of residence. (5) Notwithstanding anything contained in sub rule (2) or sub rule (3) or sub rule (4) when an officer is dismissed or removed from service or when his services have been terminated and the Head of the Department in respect of the office in which such officer was employed immediately before such dismissal, removal or termination is satisfied that it is necessary or expedient in the public interest to do so he may require the Director of 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 in item (i) of the table below sub rule (2) as he may specify the Director of Estates shall act accordingly. Government Decisions: (i) Officers serving or proceeding on deputation/ transfer to Corporations, Semi-government Organisation-Eligibility for General Pool accommodation. It has been decided that the permanent Central Government employees who are eligible but do not have General Pool accommodation in their occupation and are sent on foreign service/ deputation, in the public interest to the Organisation, mentioned below which have been declared eligible for the allotment of accommodation from the General Pool, should be considered eligible for fresh allotment, in their term, during the period of their deputation/foreign service. Such employees will also be considered for change of accommodation or allotment of higher type of accommodation, during the period of their deputation, in accordance with the provisions contained in the Allotment Rules. It has also been decided that the permanent Central Government employees who are allottees of General Pool and are sent on foreign service/deputation, in the public interest, to organisations mentioned below, will also be eligible to retain the accommodation in their occupation:

- 1. Council of Scientific and Industrial Research, New Delhi.**
- 2. Indian Council of Agriculture Research, New Delhi.**
- 3. Council of Medical Research, New Delhi.**
- 4. Central Board of Irrigation and Power, New Delhi.**
- 5. Central Road Research Institute, New Delhi.**
- 6. Monopolies and Restrictive Trade Practice Commission, B.S. & G building, Indraprastha building, New Delhi.**
- 7. Social Welfare Board, New Delhi.**

In these cases the licence fee will be charged at market rates from the organisation concerned. The organisation may charge normal rent under FR-45-A from the allottee Government servant. (DE OM No.12035(16)/70-Pol.II dated 6-2-1971) (ii) Retention of accommodation during combined period 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 Refusal leave subject to a maximum period of four months provided the leave is on full average pay.(DE OM No.12033(10)/71-Pol.II dated 8.11.1971)(iii)Retention of accommodation by those Government officers who are awarded Jawahar Lal Nehru Fellowship.It has been decided that such officers as have been awarded the Jawahar Lal Nehru Fellowship could retain the General Pool accommodation in their occupation for the period of the fellowship. This decision will also be applicable to tenure officers who have been allotted accommodation from the Tenure Officers' pool. The licence fee for retention of the accommodation during the period of fellowship will be charged at normal rates.(DE OM No.12035 (12)/71-Pol.II dated 19-6-1973)(iv)Grant of HRA to Central Government employees on transfer from one station to anotherA Government servant, who, on transfer, has been permitted to retain Government accommodation at the old station on payment of normal rent or penal rent or retains Government accommodation unauthorisedly on payment of market rent etc., will not be entitled to HRA at the new station for the period beyond 8 months from the date of his transfer.(Ministry of Finance OM. No. 11014/2/EII(B)/82 dated 19.3.1983)(v)Officers serving or going on deputation/transfer to Corporations, Semi-government Organisation - eligibility for General Pool accommodation.

1. Council of Scientific & Industrial Research, New Delhi.

2. Indian Council of Agricultural Research, New Delhi.

3. Indian Council of Medical Research, New Delhi

4. Central Board of Irrigation and Power

5. Central Food Research Institute, New Delhi

The point whether the above mentioned categories of officers who go on foreign service/ deputation to the organizations mentioned above should continue to be eligible for retention/ allotment of General Pool accommodation has been considered and it has now been decided that employees going on foreign service/ deputation in the public interest to the above mentioned five organisations will continue to be eligible for retention/ allotment of General Pool accommodation including change of accommodation and allotment of higher type of accommodation according to the provisions of the Rules. Licence fee will continue to be charged as indicated.(DE OM NO. 12028/6/83-Pol. II dated 20.10.1984)(vi)Retention of accommodation on termination of re-employmentIt is clarified that if immediately after retirement, the officer has not availed the permissible period of retention, he may be allowed the concessional period of retention as provided in SR 317-B-11(2)(ii) after termination of re-employment. In case the officer has been allowed part of the permissible period of retention before re-employment, he may be allowed the remaining part of the permissible period of retention after termination of the re-employment.(DE OM NO. 12035/8/84-Pol. II dated 9.7.1986)(vii)Retention of General Pool accommodation where officer is kept on compulsory waiting due to non-availability of post or any other reason.It is clarified that the period of waiting by an officer on compulsory waiting due to non-availability of post or any other

reason, will be treated as on duty for the purpose of Allotment of Government Residence (General Pool in Delhi) Rules, 1963 and such officers will be entitled for retention of accommodation as in the case of any other officer on duty and will also be entitled for the permissible period of retention on retirement, etc., as permissible under the Allotment Rules.(DE OM No.12035(22)/83-Pol.II (Vol.III) dated 11.7.1986)(viii)Retention of General Pool residential accommodation by chauffeurs and Group 'D' staff of the Ministry of External Affairs when posted abroadit has been decided that Chauffeurs and Group 'D' staff posted abroad by the Ministry of External Affairs may be permitted to retain the General Pool accommodation held by them for the duration of their posting abroad on payment of normal licence fee.(DE OM.No.12035/12/88-Pol.II dated 2-11-1989)(ix)Allotment to the honorary Advisors, chairman of Public Sector Undertakings, Corporations, Chairman or Members of the committees and the likeIt has been decided that Honorary Advisors, Chairman of Public Sector Undertakings, Chairman or Members of the Committees and the like will not be considered for allotment of accommodation from the General Pool. Officers who are appointed to such posts after retirement shall also not be allowed to retain General Pool accommodation being held by them and in such cases Min./Deptt. Concerned shall arrange the accommodation direct from the market.It has also been decided that no commitment should be made for allotment of accommodation in terms and conditions of appointment of officers of Public Sector Undertakings by different Ministries/ Departments for allotment of General Pool accommodation.So far as Consultants are concerned, it is stated that the guidelines as laid down vide O.M. No.12028(2)/84-Pol.II dated 17-2-88 would continue to be in force.(DE OM No.12028(2)/84-Pol.II dated 28-1-1991)(x)Retention of residential accommodation by rent free allotteesAn 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) | One 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 Government 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 to another. | 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. |

In case of officers in occupation of reserved accommodation on free of licence fee the allotment subsists only for the period the officers hold the posts.(DE OM No. 12035(21)/90-Pol.II dated 4.10.1991)(xi)Retention of accommodation by officers on appointment as Advisor to the GovernorOfficer appointed as Advisers to the Governor while in service and continuing in service

even after demitting the office of Advisor will be entitled to retain their allotted residential accommodation at the station of their posting prior to their appointment as Advisers to the Governor on payment of normal standard licence fee. Officers appointed as Advisers while in Government service who continue as Advisers even after superannuation as also retired officers appointed as Advisers who continue to be in possession of the Government allotted residential accommodation during the permissible period after their superannuation, will be allowed to retain such accommodation for a period of four months from the date of superannuation or one month after the date of demitting office as Adviser to the Governor, whichever is later, on payment of normal standard licence fee. (DE OM No.12035/32/96-Pol.II dated 4.12.1996)(xii) Retention of government accommodation by government servants assigned to work as United Nations Volunteers It has been decided that Government servant assigned to work as United Nations Volunteers may be allowed to retain Government accommodation for a maximum period of one year on payment of normal licence fee provided the residential accommodation at his usual place of posting is required for bonafide use of his family. (DE OM No.12035/12/95-Pol.II dated 18.11.1997)(xiii) Retention of government accommodation during the period of maternity leave. Retention of Government accommodation may be allowed for the period of maternity leave plus other kind of leave granted in continuation subject to maximum of one year on payment of normal licence fee. Such retention will be admissible under the provisions of SR-317-B-11. (DE OM No.12035/12/2000-Pol.II dated 5.7.2000)(xiv) Regularisation of accommodation on re-posting to the same station It has now been decided that where an officer is pre-posted (at the last place of posting) 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. (xv) Retention of accommodation by officers availing leave and joining time. (i) Officers on transfer are allowed to retain the accommodation for two months or for the period of their leave not exceeding four months, whichever is more. However, in case of officers availing joining time after expiry of leave at the old station, allotment is cancelled only after the joining time. Normal licence fee is charged for the period of stay at the old station. (ii) Retention of accommodation may be allowed for two months or for the period of leave not exceeding four months, whichever is more in the event of transfer to the other station, if the leave has been sanctioned before relinquishment of charge. In cases where the officers availed joining time after expiry of leave allotment may be cancelled after the joining time. (iii) In cases where leave are sanctioned after the officers joined duty at new station, this period may not be taken into account for the purpose of cancellation of allotment and retention may be allowed for a period of two months only. (DE No.12035/22/2001-Pol.II dated 14.1.2002)(xvi) Retention of accommodation by officers availing joining time Officers on transfer are allowed to retain the General 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. (DE OM NO.12035/16/2005-Pol.II dated 5.9.2005)(xvii) Temporary transfer - retention of accommodation (a) In the case of a temporary transfer, where such extension beyond the normal period of four months permissible under SR-317-B-11 is sought strictly in public interest i.e. where the officer concerned is given impression that his transfer or deputation is for a short spell and where that is extended by the Ministry/

Department concerned by short period, 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 and SR-317-B-25 considered and cases put up to Joint Secretary(A), Ministry of Works and Housing.(b)The normal licence fee under FR-45-A is to be charged if it is decided to allow extension vide (a) above for the entire period.(DE OM No.12035/16/2005-Po.II dated 5.9.2005)S.R.-317-B-12

13. Provisions Relating to Licence Fee.

(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 eight day of 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 occupied the new residence, the allotment of former residence shall be deemed to be cancelled from the date of occupation of the new residence. He may, however, retain the former residence on payment of normal licence fee for a period of 15 days for shifting to the allotted accommodation in change.Provided if the former residence is not vacated within 15 days as aforesaid, the officer will 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 ninth day from the of acceptance of the new residence.Government Instructions:(i)Recovery of rent for the servant quarters attached to the converted chummeries in Lodhi Colony, New DelhiIt has now been decided that in the case of four converted chummeries which have been classified as Type IV residences, and where the servant quarters are so placed that the staircase passes through them to the terrace, one servant quarter each will be treated as attached to such chummeries i.e., to converted chummeries Nos.DI/A2,DI/A4,DI/A6 and DI/A8. In the case of two roomed DI converted chummeries on the first floor which have been classified as Type III residences, the servant quarters on the terrace will be deemed as attached one each to the nearest chummary. In all such cases the pooled standard rent of the chummeries and the servant quarters will be calculated as one unit, reckoning the living area of the servant quarters on the same basis as applicable to the main residences. The recovery of the rent from the allottees will then be made under the provisions of FR-45-A i.e. at the rate of the combined pooled standard rent or the 10% of the emoluments of the allottee concerned, whichever is less.(DE OM No.18011/7/66-Pol.I dated 15.11.1966)(ii)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 Co-operative Societies run under the aegis of the Ministry of Home Affairs etc., should be regulated as under :-

1. Central Government employees

Consumers' Cooperative Societiesrun under the aegis of the Department Of Personnel, Ministry ofHome Affairs.	Nominal Licence fee of Re.1/- per month plus service charges.
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2. Co-operative Societies/Stores run by the Departments or by the Employees' Associations in offices out of Department's 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 recognised associations/unions of Central Government 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 Government employees in occupation of buildings specially constructed for recreation and welfare purposes i.e. Community Halls, 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.12/10/58-Acc.I dated 2-4-60. Licence fee under FR-45-B plus Departmental charges plus service charges.
 6. Residential accommodation in occupation of associations of Central Government employees for running Co-operative Stores.
- (DE OM No.18015/1/68-Pol.I dated 4.12.1970)(iii) Recovery of rent in respect of General Pool accommodation allotted to officers of the Defence Services who are on deputation to civilian Departments. Consequent on introduction of flat rate of licence fee in respect of General Pool accommodation throughout the country, it has been decided that defence service officers who are on deputation to Civilian Departments and who are in occupation of General Pool accommodation may be governed by the rules applicable on General Pool residential accommodation. Accordingly, the flat rates of licence fee as applicable to civilian central Government employees will also be applicable to defence service officers who are on deputation to Civilian Departments. (DE OM No.12035 (8)/81-Pol.II dated 17.7.1984)(iv) Clarification regarding recovery of common service charges. It is clarified that for common service/conservancy and fire tax and scavenging tax payable for residences, no additional charges are to be recovered from the allottees. Common service would include staircase light, common light charges in multi-storied 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. (DE OM No.12035/1/85-Pol.III, dated 8.2.1990)(v) Recovery of licence fee from government servants occupying government accommodation higher than entitlement. Where an officer/official is allotted a Government accommodation higher than his entitlement, at his request, he should be charged full standard licence fee for the residence allotted or the flat rate of licence fee for the quarter whichever is

higher.(DE OM NO.18011/2/90-Pol.III, dated 14.9.1990)(vi)Eligibility of the Comptroller and Auditor General & Chief Election Commissioner of India.In accordance with the above provisions in the Supreme Court Judges Rules 1959, a Supreme Court Judge is provided rent-free furnished residence with furniture and electrical appliances within a monetary ceiling of Rs.38,500/-. Since the Comptroller and Auditor General and the Chief Election Commissioner vide provisions mentioned above has been made entitled to a rent-free residence and also the same facilities as are available to a Judge of the Supreme Court under Chapter IV of the Supreme Court Judges Act and the Rules framed there under, the Comptroller and Auditor General of India, and the Chief Election Commissioner of India shall also be entitled to rent-free furnished accommodation on the scale applicable to Supreme Court Judge as mentioned above.(DE OM NO.14011/4/90-Pol.III, dated 12.10.1990 and DE OM No.14011/6/90-Pol.III, dated 19.11.90)(vii)Payment of house rent allowance/licence fee in case of failure to take possession of accommodation Under S.R. 317-B-12(1) if a Government servant after acceptance, fails to take possession of Government accommodation within 8 days from the date of receipt of allotment letter, licence fee shall be charged from him from such date up to a period of twelve days, as he is considered to be in deemed possession of that accommodation during that period. It has been decided that such Government servant would also not be entitled to HRA for the period of 12 days for which licence fee is charged from him.(DE OM No.17012 (8)/89-Pol.II, dated 22.10.1990)(viii)Levy of service charges/conservancy charges etc. from employees allotted rent-free accommodation The charges for common service, conservancy and fire tax, scavenging tax would not be recovered from rent-free allottees also from the date the flat rate of licence fee was introduced, viz. 1.7.1987.(DE OM No.18016/1/88-Pol.III, dated 3.6.1991)(ix)Recovery of licence fee from Government servants who are allotted Government accommodation higher than their entitlement on their own request 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 entitlement on their own request.(DE OM No.18011/2/90-Pol.III dated 1.8.1991)(x)Recovery of licence fee from government servants who are allotted government accommodation higher than their entitlement on their own request.(i)The Government servants who were already in occupation of Government accommodation of a type higher than their entitlement prior to 1.8.91 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.(iii)These 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.(DE OM No.18011 (2)/90-Pol.III dated 20.7.1992)(xi)Recovery of arrears in instalments - charging of interest Request for recovery of arrears of licence fee/damages in instalments are considered on merits of each case and no interest is charged from the applicant. It has now been decided that such request may be considered separately in deserving cases only subject to the fulfilment of the following conditions:-(i)The

employee agrees to pay 50% of the dues in lump-sum in advance.(ii)The balance may be recovered in 5-10 instalments depending upon the quantum of recovery and the paying capacity of the employee subject to payment of interest @ 12% per annum.(iii)Recovery of instalment along with the interest amounts will be effected by the Administrative Department from the salary of the employee every month till full amount is recovered.(iv)The allottee shall have to furnish sureties from two permanent Government servants who may not retire on superannuation before the total amount is recovered. In case, either or both the sureties take voluntary retirement or die in harness or leave service otherwise, the concerned employees will have to make arrangements for other sureties.(v)In case the concerned employee is victim of any calamity, natural or otherwise the portion of outstanding dues not realized or recovered till then would be adjusted from the gratuity payable to him.Request for recovery of licence fee arrears in instalments is normally to be accepted in case of regularisation on re-posting /regularisation or allotment of alternate accommodation in the name of the ward in case the death/retirement for which approval of the Directorate of Estates/DE-II may be obtained.(DE OM NO.12035/3/93-Pol.II dated 9.7.1993)(xii)Recovery of licence fee from Government servants allotted surplus accommodation higher than their entitlementWhere due to availability of surplus quarters at some stations, if Government servants are offered accommodation of a type higher than their entitlements by the Government, flat rate of licence fee shall be charged.(DE OM No.18011 (2)/90-Pol.III dated 21.4.2003)(xiii)Revision of rates of rent for durable/ non-durable items of furnitureIt has been decided to revise the said rates. Revised rates of rent per month for durable and non-durable (perishable and non-perishable) items of furniture are as under:-

(I)	Revised Rent Recovery Rates	
A.	Durable furniture items	- 1.90% per month
B.	Non-Durable – Non-perishable items	- 2.90% per month
C.	Non-Durable-Perishable items	- 3.50% per month
(II)	Mode of Recovery – Based on life of furniture items	
A.	Durable furniture items (life span 15 years):	
Age of furniture article	Rent to be charged on	
Up to 5 years	100% of the Book value	
After 5 years	75% of the Book value	
After 10 years	50% of the Book value	
After 15 years (if still usable)	25% of the Book value	
B.	Non-Durable-Non-perishable furniture items (life span 7years)	
Age of furniture article	Rent to be charged on	
Up to 2 years	100% of the Book value	
After 2 years	75% of the Book value	
After 5 years	50% of the Book value	

After 7 years (if still usable)	25% of the Book value
C.	Non-Durable-Perishable furniture items (life span 3years):
Age of furniture article	Rent to be charged on
Up to 1 year	100% of the Book value
After 1 year	75% of the Book value
After 2 years	50% of the Book value
After 3 years (if still usable)	25% of the Book value
These rates are effective from 19.6.2002.	

(DE OM No.14013/1/99-Pol.III Dated 19.6.2002)(xiv)Recovery of arrears of licence fee/damages before making actual allotmentIt has now been decided that arrears of licence fee/ damages, if any, shall be recovered in advance from the Government officials before making actual allotment in respect of following cases:(a)Fresh/ initial allotment.(b)Regularisation or allotment of alternate accommodation in the name of ward/spouse in the event of retirement/ death of the allottee.(c)Regularisation of allotment in the name of allottee on re-posting at the same station.(d)Regularisation of allotment in the name of remaining spouse in the event of transfer of the allottee to other station/ ineligible office.(DE OM NO.12035/18/2002-Pol.II dated 20.8.2002)(xv)Flat rates of licence fee applicable for General Pool residential accommodation through out the country w.e.f. 1.7.2004

Sl. No.	Type of accommodation	Range of living area (in sq. mt.	Rate of licence fee p.m.	Remarks
1.	I	Up to 30	Rs. 28	Quarters sharing toilet facilities meant for more than twoquarters
2.	I	-do-	Rs. 36	Quarters sharing toilet facilities meant for two quarters
3.	I	-do-	Rs. 64	Old quarters with plinth area less than 300 sq. ft.
4.	I	-do-	Rs. 80	Old quarters with plinth area of 300 sq. ft. or more
5.	II	More than 26.5 and up to 40	Rs. 143	
6.	II	41 to 50	Rs. 183	
7.	III	More than 34.5 and up to 55	Rs. 217	
8.	III	56 to 65	Rs. 265	
9.	IV	59 to 75	Rs. 293	
10.	IV	76 to 91.5	Rs. 367	
11.	V (DII)	Up to 10-6	Rs. 520	
12.	V (DI)	Beyond 106	Rs. 632	

13.	VI (CII)	Up to 159.5	Rs. 773
14.	VI (CI)	Beyond 159.5	Rs. 924
15.	VII (E.II)	189.5 to 224.5	Rs. 1087
16.	VIII (E.III)	243 to 350	Rs. 1557
17.	VIII (E.III)	350.5 to 522	Rs. 2290

Hostel Accommodation

18.	Single suite	21.5 to 30	Rs. 198
19.	Single suite	30.5 to 39.5	Rs. 280
20.	Double suite	47.5 to 60	Rs. 385

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

1. Servant quarter Rs. 36
2. Garage Rs. 22

Note. - The rates would be subject to the ceiling of 10% of the monthly emoluments of the allottee.(DE OM No.18011/4/2003-Pol.III dated 22.6.2004)(xvi)Recovery of licence fee from Government employees, who are offered and allotted Government accommodation higher than their entitlementIn all cases where due to adequate availability of quarters of a particular type, a Government employee is allotted accommodation of a type which is higher than his entitlement, only flat rate of licence fee relevant to that type of accommodation is to be charged from such allottee. However, three times the normal rate of licence fee is to be charged from those Government employees who are allotted, out-of-turn, Government accommodation of a type higher than their entitlement at their own request, despite there being no surplus quarters in that type.

2. This supercedes the Directorate's O.M.s of even no. dated 21.04.03

3. This order is to be implemented w.e.f. 21.04.03

(DE OM No.18.011/2/90-Pol.III dated 13.10.2003)(S.R.-317-B-13)

14. Personal liability of the officer For Payment of Licence Fee till the Residence is Vacated and Furnishing of Surety by Temporary Officers.

(1)The officer to whom a residence has been allotted shall be personally liable for the licence fee and for any damage beyond fair wear and tear caused thereto or to the furniture, fixture 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.(2)Where the officer to whom a residence has been allotted is neither a permanent nor a quasi-permanent Government servant, he shall execute a Surety Bond in the form prescribed in this behalf by the Central Government with a surety who shall be a permanent Government servant serving under the Central Government for due payment of licence fee and other charges due from him in respect of such residence and any other

residence provided in lieu.(3)If the surety ceases to be in Government service or becomes insolvent or ceases to be available for any other reasons, the officer shall furnish a fresh bond executed by an other 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 Director of Estates, be deemed to have been cancelled with effect from the date of that event.Government Decisions:(i)Payment of licence fee by allottee officers -cancellation of allotment in defaultSince non-payment of licence fee is a breach of the rules of the allotment, if an allottee fails to make payment of licence fee in pursuance of the provisions of SR 317-B-13, the allotment of the residence could be cancelled in his name under SR 317-B-21.(DE OM NO.12033/2/80-Pol. II dated 14.4.1980)(ii)Issue of "No Demand Certificate" in case of inter-pool exchange of Government AccommodationAfter due consideration it has been decided that 'No Demand Certificate' should not be withheld in respect of retired officers merely on the ground that some adjustment of dues between two organisations is pending for the period the quarter remained exchanged with Departmental Pool, provided there are no other dues to be recovered from the officer for other periods and it has also been certified by the Department concerned that the officer had actually paid the licence fee to the Department where he remained posted during the period the quarter was exchanged with departmental pool.(DE OM NO. 12035/8/90-Pol.II dated 5.11.1990)(S.R. 317-B-14)

15. Surrender of an Allotment and Period of Notice.

(1)An officer may at any time surrender an allotment by giving intimation so as to reach the Directorate of Estates at least two days before the date of vacation of the residence. The allotment of the residence shall be deemed to have been cancelled with effect from the eleventh day after the day on which the letter is received by the Directorate of 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 Director of Estates may accept a notice for a short period.(2)An officer who surrenders the residence under sub-rule(1) shall not be considered again for allotment of Government accommodation at the same station for a period of one year from the date of such surrender.Government Instructions:(i)Surrender of Government residential accommodationSurrender notice is not necessary in the following type of cases:-(a)When an officer is in occupation of a lower type residence than his entitlement is allotted a residence of 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) 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, or(ii)SR 317-B-16, or(iii)SR 317-B-17, or(iv)SR 317-B-21(d)When the residence in occupation of an officer is required to be vacated for a public purpose, repairs or 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 the retiring/deceased allottee officer gets alternative accommodation on ad hoc basis.However, surrender notice is necessary 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 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 the compassion and each case decided on merit and orders obtained from the competent authority. (DE OM NO. 12035/16/2005-Pol.II dated 5.9.2005)(S.R. 317-B-15)

16. Change of Residence.

(1) 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 SR-317-B-5, whichever is lower. Not more than one change shall be allowed in respect of one type of residence allotted to the officer. (2) An officer, who intends to change the accommodation already allotted to him shall make an application in the prescribed form to the Director of Estates, 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. (3) Change shall be offered in order of seniority determined in accordance with sub-rule (2) and having regard to the officer's preference as far as possible. Provided that no change of residence shall be allowed during a period of six months immediately preceding the date of superannuation. (4) If an officer fails to accept a change of residence offered to him within five days of the issue of such offer or allotment, he shall not be considered again for a change of residence of that type. (5) An officer who, after accepting a change of residence fails to take possession of the same, shall be charged licence fees for such residence in accordance with the provisions of sub-rule (1) 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. Government Instructions: (i) Continued eligibility is necessary for change of accommodation While allowing change, it should be ensured that the employee, to whom a change is given, continues to be eligible for such a change on the basis of revised entitlement and revised classification of the residences, as well as other conditions governing such change. (DE. Memo.No.12030 (2)/79-Pol.II dated 20.7.1979) (ii) Up-gradation of residences - giving change to officers in occupation of upgraded residences It has been decided that a change may be given only after the priority date of the officer for that type of residence has been covered. However, change applications of such officers should be included in the change waiting list whether or not his priority date has been covered. Thus an officer who was allotted a type B residence in Sarojini Nagar which has been upgraded to Type C, may apply for a change to a type C residence, if he is entitled to type C and his name should be included in the change waiting list according to the normal procedure but actual change should be given in his turn in the change waiting list only after his priority date for type C has been covered. The same procedure will apply to upgraded residences of Type I to V. (DE. Memo No.12030 (2)/79-Pol.II dated 6.3.1980) (iii) No change is admissible if enquiry is in progress about subletting of quarter Allotment section should ensure that as and when such a note from subletting section is received, it should be noted in the property card that no change of quarter be

allowed without the clearance from subletting section.(DE. Memo No.13015/16/82-V&C, dated 25.3.1983)(iv)Change of accommodation to permanent persons on deputation to CSIR, ICAR and CRRI, New Delhi(See OM No.12028 (6)/83-Pol.II dated 20.10.1984 under SR317-B-11)(v)Cancellation of allotment if previous quarter given in change is not vacatedThe allotment of the quarter given in change can be cancelled under the Rules (For breach of SR-317-B-21) if the previous quarter is not vacated by the allottee. An opportunity may be given to the allottee to explain his case before the cancellation is done. The concerned Deputy Director may hear such cases and decide them.(OM No.12035/6/88-Pol.II dated 4.10.1988)(vi)Change of accommodation on reposting at last place of postingNo change is admissible in a particular type of accommodation on the basis of registration done prior to transfer outside. Such allottees should apply for change afresh and their seniority for change allotment would be counted from the date of their fresh applications.(DE OM No.12035/2/90-Pol.II dated 5.7.1996)(vii)Modification of preferences for change of accommodationIt has been decided that applicants who do not accept the allotment given in change as per their original preferences may be allowed modification of preference for change after the period of debarment is over without any change in their seniority on the change waiting list.Request for reconsideration/ modification of preferences will not be considered during the month in which they are received.No change of allotment shall be made to the officer concerned either on the basis of preferences indicated in the first application or subsequent modification till such time his turn on the change waiting list matures in normal course.(DE OM No.12035/11/96-Pol.II dated 5.6.1998)(viii)Change of accommodation/ allotment of higher type of accommodation to officers due for retirement within a period of six monthsIt has been decided that no officer/dignitary due for retirement within a period of six months and in occupation of accommodation shall be considered for change for allotment of higher type of accommodation.(DE OM No.12035/23/96-Pol.II dated 9.3.1999)(ix)Change of accommodation to the allottees of Type-II and III quarters constructed under crash programmeTo mitigate the hardship being faced by such allottees of reclassified accommodation, it has now been decided that those allottees who were allotted crash programme Type-B and C accommodation on change basis, may be allowed second change in regular/popular Type-B and C localities. The allotment will be made on maturity of their turn on the normal change waiting lists.(DE OM 12035/7/81-Po.II (Vol.II) dated 22.10.1999)(x)Allocation of vacancies of General Pool residencesOrder of Preference:(a)Officers whose houses have been declared dangerous should get first priority and alternative accommodation should be provided to them in the same area as far as possible, failing which in adjoining/nearby localities.(b)Officers occupying quarters required to be vacated for redevelopment or other public purposes in the same area, failing which in adjoining/nearby localities.(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 and ad hoc allotments/change.(DE Memo No.12035/16/2005-Pol.II dated 5.9.2005)(xi)Inter se seniority on fresh application for change of accommodationIf an officer submits a fresh application for change cancelling 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.(DE. Memo No.12035/16/2005-Pol.II dated 6.9.2005)(S.R. 317-B-16)

17. Change of Residences in the event of death of a member of the family.

- Notwithstanding anything contained in SR-317-B-15 an officer may be allowed a change of residence on the death of any member of his family if he applies for a change within three months of such occurrence, provided that the change will be given in the same type of residence and on the same floor as the residence already allotted to the officer.(S.R.-317-B-17)

18. Mutual Exchange of Residences.

- Officers to whom residences of the same type have been allotted under these rules may apply for permission to mutually exchange their residences. Permission for mutual exchanges may be granted if both the officers are reasonably expected to be on duty in Delhi and to reside in their mutually exchanged residence for at least six months from the date of approval of such exchange. Government instructions (i) Conditions 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 and C.II or between one-room and two-room tenements etc. (DE. OM. No.12033 (3)/76-Pol.II dated 30.4.1976) (ii) Mutual exchange of General Pool residential accommodation with Lok Sabha/ Rajya Sabha Secretariats employees It has been decided that retention on payment of normal licence fee may be permitted to the officers who are posted to Lok Sabha/ Rajya Sabha Secretariats on mandatory basis under Central Staffing Scheme. Retention of General Pool Residential Accommodation on posting to Lok Sabha/ Rajya Sabha Secretariats may be considered in other cases on inter-pool exchange basis. (DE OM No.12035/22/96-Pol.II dated 1.5.1997) (iii) Mutual exchange-breach of conditions In cases where the conditions laid down in SR-317-B-17 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. (DE. Memo No.12035/16/2005-Pol.II dated 6.9.2005) S.R.-317-B-18

19. Transfer to Non Family Stations.

- If an officer is transferred to a station where he is not permitted or advised by Government to take his family with him and the residence allotted to him under these rules is required by the family for the bona-fide educational needs of his children he may be allowed, on request, to retain the residence on payment of licence fee under FR-45-A till the end of current academic session of his children in Delhi. Government Instructions: (i) Retention of General Pool accommodation/allotment of alternative General Pool accommodation to civilian Central Government employees posted to States and Union Territories of North-Eastern Region (Assam, Meghalaya, Manipur, Nagaland, Tripura, Arunachal Pradesh And Mizoram) and Andaman & Nicobar Islands And Lakshadweep. (i) The officers, who are posted to the aforesaid States/ UTs and who desire to keep their families at the last place of their posting will be eligible to retain entitled type of accommodation, on payment of flat rate /normal licence fee. (ii) It is the responsibility of the officer

concerned to intimate to the Directorate of Estate the date of relinquishment of charge immediately prior to the posting to the North-East Region and the date of joining at the new station.(iii)The request for retention of accommodation should reach the Dte. Of Estates within one month of relinquishing of the charge at the last station of posting.(iv)The concession of retention of the Government accommodation would also be admissible if the Government servant is transferred from one State to another in the NE Region.(v)The orders are applicable only in case the officers are posted to Central Government offices, offices of the Union Territories and these orders will not be applicable in cases where officers are posted to Public Sector Undertakings/Autonomous Bodies etc.(vi)Retention of Government accommodation shall also be admissible to those officers who own houses at the last place of their posting.All India Services Officers.The above concessions of retention of Government accommodation are also admissible to officers of All India Services (IAS, IPS & IFS), as per details given below:-(i)Officers of All India Service Cadres belonging to Assam, Meghalaya, Manipur, Tripura, Nagaland, Arunachal Pradesh, Mizoram and Sikkim, who revert to the cadres at the end of their normal tenure with the Central Government or while working in any State outside the NE Region, are posted to aforesaid States may be allowed retention of entitled type of accommodation on payment of flat rate/normal licence fee, for a period of three years in each case, including the concessional period of retention admissible under rules at present. Such AIS officers of these States, who are reverted pre-maturely in public interest, may also be allowed retention of entitled type of accommodation for bonafide family use for the balance period of their tenure or three years whichever is longer.(ii)The officers of AIS belonging to the AGMU Cadre or to State cadres other than the States in the North Eastern Region excluding Sikkim, on their deputation to any of the North Eastern States, Sikkim or to the U.Ts. of Andaman & Nicobar Islands and Lakshadweep shall be allowed retention of accommodation at par with Central Government employees under para 1 above.(iii)The facility of retention of accommodation under sub paras (i) and (ii) above will be available to the officers of All India Services posted to North Eastern States, Sikkim and U.Ts. of A&N Islands and Lakshadweep from Delhi only till such time as the proposed multistoried hostel accommodation for the families of All India Service officers serving in the aforesaid States/UTs is completed. Thereafter, these officers will not be eligible for retention of accommodation from General Pool/tenure pool on transfer/re-posting to these States/ UTs.

3. All India Service officers, who have since been reverted to their respective cadres in the North Eastern States/ UTs of A&N Islands & Lakshadweep/ Sikkim prior to issue of these orders, but in whose cases three years period of retention is not yet over, will also be eligible to retain the Government accommodation for a maximum period of three years from the date of such reversion. Normal rate of licence fee shall be chargeable w.e.f. 16.7.1998.

4. Officers, who have been posted to NE Region, and are presently retaining the same accommodation or accommodation one type below their entitlement on payment of one and half times of the normal licence fee, will be permitted to retain the accommodation on payment of normal rate of licence fee w.e.f. 16.7.98.

5. Officers, who have since been posted to NER prior to 16.7.98 and have not yet been provided one type below accommodation as per extant instructions and are still retaining the house within the permissible period of retention will also be eligible to retain the entitled type of accommodation on payment of normal licence fee, w.e.f. 16.7.1998.

[DE OM No.12035/31/96-Pol.II dated 7.9.1998]It has now been decided to allow further retention for a period of three years i.e. up to 30.6.2008 or till revised orders are issued, whichever is earlier during posting to North-Eastern Region etc.(DE OM No.12035/24/77-Pol.II (Vol. IV) dated 15.7.2005)(ii)Retention of General Pool accommodation at the last place of posting by Central Civil Services officers posted to Jammu & Kashmir.The question of retention of General Pool accommodation at the last place of posting by Central Civil Services officers posted to J&K had been engaging attention of the Government for some time in the past. The matter had been considered by the CCA in its meeting held on 16.7.98 and the following decisions have been taken:-(a)Posting to J&K may be treated at par with that of posting to North East Region.(b)Retention of General Pool Residential Accommodation on posting to J&K will be governed as per the provisions of OM No.12035/31/96-Pol.II dated 7.9.1998.(c)The above concession will also be admissible if the Government servant is transferred from J&K State to any State in North East Region, Sikkim, A&N Islands and Lakshadweep and vice-versa.(d)These orders shall be effective from 16.7.98.[DE OM No.12035/2/90-Pol.II dated 15.9.1998]Orders have been issued from time to time regarding retention of General Pool Residential Accommodation by Civilian Central Government employees and officers of All India Services posted to the J&K. It has now been decided to extend these orders for a further period of three years beyond 30.6.2005 or till revised orders are issued, whichever is earlier.(DE OM No.12035/21/90-Pol.II dated 31.10 2005)(iii)Revision of entitlement-retention of accommodation during posting to North-Eastern Region and J&KIt has been decided that allottees who have been posted to North-Eastern Region/J&K etc may be allowed to retain the accommodation in their occupation on usual terms and conditions notwithstanding the fact that they have ceased to be entitled for the type of accommodation occupied by them due to revision of pay scales.(DE OM 12035/31/96-Pol.II dated 19.1.2000)(iv)Retention of accommodation by Civilian Central Government Employees posted to North Eastern States, Sikkim, A&N Islands & LakshadweepIt has now been decided that the facility of retention of Government accommodation by the Civilian Central Government employees and officers of All India Services cadres belonging to North Eastern States, Sikkim, A&N Islands and Lakshadweep, who revert to their parent cadres at the end of normal tenure with Central Government or while working in any State out of NE Region are posted to aforesaid States, may be allowed to avail of the facility of retention of Government accommodation as per existing instructions dated 7.9.98. However, the position will be reviewed on completion of the proposed construction of accommodation at Dwarka in Delhi.It has also been decided to partially amend the guidelines dated 7.9.1998 so as to provide for retention of Government accommodation by the Civilian Central Government employees and officers of All India Services cadres belonging to North Eastern States, Sikkim, A&N Islands and Lakshadweep on their transfer/repatriation to aforesaid States, even in cases where the accommodation does not belong to the General Pool under the control of Directorate of Estates. In lieu of such retention, the Directorate of Estates would place an alternate accommodation at the disposal of the organisation

concerned. In case such retention is not feasible/acceptable, suitable alternate accommodation may be allotted to such officers from General Pool. The type of accommodation which could be considered either for allotment or for placement at the disposal of the organisation concerned would be the type of accommodation occupied or the type of accommodation to which the date of priority of the officer concerned is covered on the date of transfer/repatriation of the officer concerned to the NE States, Sikkim, A&N Islands and Lakshadweep, whichever is lower. All other conditions provided in OM dated 7.9.1998 remain the same.(DE OM No.12035/31/96-Pol.II dated 16.4.2001)(v)Retention of government accommodation by Central Government employees posted in J&K from 19.3.1990 to 15.7.1998The Central Government employees including BSF personnel were not eligible to retain General Pool Residential Accommodation at the last place of their posting during their posting to J&K prior to 16.7.1998. The matter has been considered in consultation with Ministry of Law and Ministry of Finance. In exercise of power conferred under FR-5A, the Central Government has now decided to allow retention of Government accommodation on payment of one and half times of the normal licence fee by Central Government employees posted in J&K from 19.3.1990 to 15.7.1998.(DE OM No.12035/2/90-Pol.II (part-II) dated 13.6.2001)(vi)Retention of accommodation by civilian Central Government employees posted to North-Eastern Region, Sikkim, A&N Islands And LakshadweepIt has been decided to allow retention of the same accommodation in possession of those allottees, who were posted to North-Eastern Region but could not be provided alternate accommodation, on payment of three times of the normal licence fee and to regularise the allotment from the date of their reposting at the last station on payment of normal licence fee.(DE OM No.12035/3/2002-Pol.II dated 29.1.2002)(vii)Retention of government accommodation by officers of CPWD on posting to Border Fencing Flood Lighting Road work, etc of Indo-Bangladesh BorderIt has been decided to extend the concession of retention of Government accommodation at the last place of posting up to 31.3.2006 in respect of Border Fencing Projects at Indo-Bangladesh Border to the staff and officers of CPWD. The allottees who are in possession of entitled type of accommodation shall be eligible for retention on payment of double the normal licence fee or allotment of accommodation one type below their entitlement on payment of one and half times of the normal licence fee. The allottees that are already in possession of one type below their entitled accommodation shall be eligible to retain the same accommodation on payment of one and half times of the normal licence fee. Such retention shall be admissible beyond the period of retention permissible under SR-317-B-11.

2. The entitlement of such allottees will be determined as per basic pay drawn as on the crucial date of the relevant allotment in which he/she has been posted to the aforesaid projects.

(DE OM No.12035/13/92-Pol.II dated 6.5.2004)(viii)Retention of government accommodation by officials of CPWD on posting to Border Fencing Projects at Rajasthan, Punjab, Gujarat and J&K Sector at Indo-Pak BorderIt has been decided to extend the concession of retention of Government accommodation at the last place of posting up to 31.3.2006 in respect of Border Fencing Projects at Rajasthan, Punjab, Gujarat and J&K Sector at Indo-Pak Border to the staff and officers of CPWD. The allottees, who are in possession of entitled type of accommodation shall be eligible for retention of Government accommodation on payment of double the normal licence fee or allotment of alternate accommodation one type below their entitlement on payment of one and half times of the

normal licence fee. The allottees who are already in possession of accommodation one type below their entitlement shall be eligible to retain the same accommodation on payment of one and half times of the normal licence fee. Such retention shall be admissible beyond the period of retention permissible under SR-317-B-11.

2. The entitlement of such allottees will be determined as per basic pay drawn as on the crucial date of the relevant allotment year in which he/she has been posted to the aforesaid projects.

(DE OM 12035/13/92-Pol.II dated 28.4.2005)(S.R.-317-B-19)

20. Maintenance of Residences.

- The officer to whom a 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 New Delhi Municipal Committee or the Municipal Corporation of Delhi, as the case may be. Such officer shall not grow any tree, shrubs or plants contrary to the instructions issued by the Government or Central Public Works Department nor cut or lop off any existing tree or shrubs in any garden, courtyard or compound attached to the residence save with the 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 Directorate of Horticulture at the risk and cost of the officer concerned. Government Instructions: (i) Unauthorised cutting of trees within the compound of individual houses or outside in the open area of the housing estates controlled by the Directorate of Estates. It has been reported that trees in the compound of some of the houses and open area within the housing estates controlled by the Directorate of Estates are being cut unauthorisedly. It may be pointed out that such an act constitutes violation of the provisions contained in the Allotment of Government Residences (General Pool in Delhi) Rules, 1963 regarding "Maintenance of Residences" under S.R.317-B-19. (DE OM No.12033/2/89-Pol.II, Dated 17.11.1989)(S R 317-B-20)

21. Subletting and Sharing of Residences.

(1) No officer shall share the residence allotted to him or any of the out-houses, garages and stables appurtenant thereto except with the employees of the Central Government eligible for allotment of residence under these rules. The servants quarters, out-houses, garages and stable may be used only for the bonafide purposes including residence of the servants of the allottee or for such other purposes as may be permitted by the Director of Estates. Provided that the officer shall send prior intimation to the Director of Estates in such form as may be prescribed by the Director intimating full particulars of the officer and his family residing in the quarter and full particulars of the sharer and his family. (2) No officer 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 in SR 317-B-11(2), but not exceeding six months. (3) 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 damages caused to the residence or its precincts or grounds or services provided therein by Government beyond fair wear and tear.(4)A lady officer to whom accommodation has been allotted in the Working Girls' Hostel will not be eligible to share the accommodation with any other officer. However, the Director of Estates may allow children not exceeding the age of 12 years to reside with an officer. Government Instructions:(i)Categories of officers eligible to share accommodationThe following categories of officers, etc. are eligible to share accommodation in the General Pool residences:-(i)Central Government servants ineligible for General Pool residence;(ii)Staff of Semi-Government organisations;(iii)Staff of a body corporate, owned or controlled by Government;(iv)Foreign students studying in India (case to be sponsored by the Ministry of External Affairs/Education. Individual case are to be decided by the Directorate of Estates);(v)Teachers of recognised schools;(vi)Officers transferred to other stations;(vii)Members of Defence Forces (during the period of emergency);(viii)Retired Central Government servants; and(ix)Reservists of Army, Air Force, etc.

2. Only one sharer is permitted. No permission is needed for sharing accommodation. But the particulars of the sharer should be intimated to the Directorate of Estates within two months of the date of commencement of sharing.

(DE OM No.12032(1)/74-Pol.II dated 21.12.1976)(ii)Sharing of accommodation with close relativesVide 'Explanation' below (1) under SR 317-B-2, "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:-(1)Father, Mother, Brothers, Sisters, Grandfather and Grandmother and Grandsons and Granddaughters.(2)Uncles, Aunts, First cousins, Nephews, Nieces, directly related by blood to allottee.(3)Father-in-law, Mother-in-law, Sister-in-law, Son-in-law, Daughter-in-law, Brother-in-law.(4)Relationship established by legal adoption.[DE OM No.12035(17)/78-Pol.II dated 26.5.1978 and 25.1.1979](iii)Sharing by close relations when ceased by lawThe concession of sharing accommodation available to the close relations as indicated in Memo No.12035 (17)/78-Pol.II dated 26.5.78 will not be admissible when relationship ceases by any order of Court of law.[DE OM No.12035/58/79-Pol.II, dated 31.8.1979](iv)Subletting of accommodationCases where individual fails to comply with the provisions indicated above will be brought to the notice of authorities concerned by the Directorate of Estates for taking appropriate disciplinary action against such defaulting officers.[DE OM No.12035(10)/82-Pol.II dated 18.10.1982](v)Departmental action against Government servants resorting to subletting of accommodationDirectorate 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 action under the disciplinary rules for imposition of a suitable penalty on grounds of unbecoming conduct of the Government employees involving violation of Rules 3(1)(iii) of the CCS (Conduct) Rules, 1964 or any other similar rule governing them. Similarly, disciplinary action may be taken in those cases also where the accommodation in question is controlled by an authority other than the Directorate of Estates.[DE OM No.11013/14/85-Pol.II, dated 6.3.1986](vi)Subletting of Government accommodation - Imposing of penalty under the provisions of the allotment rulesCancellation or

otherwise of the cases suspected of subletting would be decided by the Deputy Director of Estates and its appeals would then rest with Addl. Director of Estates/Director of Estates (depending upon the type of residence). UDM/ Secretary/ Addl. Secretary may, however, suo-moto call for the cases if representation is made to them by the affected occupants and they consider it necessary to examine the case in totality. In such a situation, the Directorate of Estates shall put up a detailed note bringing out the facts leading to such cancellation etc. and bringing out the points being represented by the affected allottee to enable the higher officers to take proper view of the case.[DE OM No.12032(2)/83-Pol.II dated 15.5.1990](vii) Misuse of garage It has now been decided that the concerned allotment section shall issue the show cause notice to the allottee concerned with a copy to the Assistant Engineer in charge of the CPWD Enquiry, to remove the cause of misuse within a fortnight, failing which the allotment shall be cancelled. In the endorsement to the CPWD, the AE will be requested to report the factual position after undertaking a fresh inspection of the site, after expiry of the Notice period. If the allottee fails to remove the cause of misuse of the garage within the stipulated period the allotment of accommodation may be cancelled in his name.[DE OM No.12032(2)/83-Pol.II dated 21.2.1991](viii) Subletting of accommodation by the Government servants In case an officer vacates the accommodation after institution of subletting inquiry, the inquiry should be conducted against the allottee and in case subletting is established, the remaining penalties should be imposed on him as provided under the rules.[DE OM No.12032/2/83-Pol.II (pt.) dated 24.3.1995](ix) Subletting of Government accommodation - departmental action against All Ministries/Departments are requested to ensure that disciplinary proceedings are initiated against the Government servants in whose cases subletting of allotted Government accommodation has been established by the Directorate of Estates. It may be ensured that charge sheets are issued immediately in cases where the persons are likely to retire shortly or those cases which are likely to become time barred or which are by virtue of the misconduct being more than four years old.[DoP&T OM NO.F-11012/2/97-Estt. A dated 31.12.1997](x) Procedure to conduct subletting inspections Procedure to conduct subletting inspections by the officials of Directorate of Estates have been prescribed vide OM NO.12035/23/2002-Pol.II dated 8.1.2003.(S.R. 317-B-21)

22. Consequences of Breach of Rules and Conditions.

(1) If an officer to whom a residence has been allotted, unauthorisedly sublets the residence or charges (licence fee) from the sharer at a rate which the Directorate of Estates consider excessive, or erects any unauthorised 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 in this Division or of the terms and conditions of the allotment or uses the residences or premises or permits or suffers the residence or premises to be used for any purpose which the Director of Estates considers to be improper, or conducts himself in a manner which in his opinion is prejudicial to the maintenance of the harmonious relations with the neighbours or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director of 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. (2) If an officer sublets a residence allotted to him or any portion thereof or any of the out-houses, garages or

stable 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.(3)Where action to cancel the allotment is taken on account of unauthorised subletting of the premises, the allotment shall be cancelled with effect from the date of issue of the orders for the cancellation of the allotment.(4)Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relation with neighbours, the officer at the discretion of the Director of Estates may be allotted another residence in the same class at any other place.(5)The Director of Estates shall be competent to:-(a)take all or any of the actions provided under sub-rules-1 to 4 above;(b)declare the officer to be ineligible for allotment of residential accommodation for the remaining period of his service;(c)intimate to the Ministry or Department of the officer for initiating disciplinary proceedings for major penalty under the relevant rules".(6)Where any penalty under this rule is imposed by any officer of the rank of Deputy Director of Estates, the aggrieved person may within thirty days of the receipt of the orders by him or his employer imposing the penalty, prefer an appeal to the Director of Estates or to the Additional Director of Estates and such persons shall be heard in person on the date intimated by Directorate of Estates in such order.(7)The original order imposing the penalty shall stand unless it is modified or rescinded as a result of the representation.

Government Instructions:(i)Disciplinary proceedings against persons who fail to vacate government accommodationGovernment accommodation must be vacated on the expiry of the allotment period, especially in the case of temporary allotments for marriage purposes and that they will be liable to appropriate disciplinary action in case of failure to do so. They are also requested to take necessary action immediately whenever a case of non-vacation of Government accommodation is reported to them by the Directorate of Estates.(DE. OM. No.18011(1)/72-Pol.I dated 21-7-1972)(ii)Cancellation of allotment, if previous quarter is not vacated after possession of a quarter allotted in changeFailure to vacate the previous accommodation also amounts to breach of terms & conditions in respect of the second quarter given to the allottee which is only in lieu of the first quarter. As such, the allotment of the quarter given in change can be cancelled under the Rules if the previous quarter is not vacated by the allottee. An opportunity may be given to the allottee to explain his case before the cancellation is done. The concerned Deputy Directors may hear such cases and decide them at the earliest.(DE OM. No.12035 (6)/88-Pol.II dated 4.10.1988)(iii)Shifting of residents in case of quarrels between neighboursIt has since been decided that:(1)The complaints about the quarrels between neighbours in Government colonies would be examined in detail by the Chief Welfare Officer, Ministry of Home Affairs, who would make his recommendations to the Directorate of Estates.(2)The allottee of Government accommodation found guilty would be shifted to another quarter in the same locality but at a distance from the residence of the allottee with whom he had picked up quarrel; or to another nearby or remote locality depending upon the nature of the offence;(3)If the allottee so shifted to another place again picks up quarrel with his neighbours, his allotment would be cancelled and he would be debarred from allotment of Government accommodation for a period varying from one to two years depending upon the nature of offence.(4)If the Government servant after expiry of one or two years as the case may be, is allotted Government accommodation and again picks up a quarrel with his neighbours(s) and is found guilty, he would be declared ineligible for allotment of Government accommodation permanently. The conclusions reached in such cases would be put up to the Minister of Urban Development for his approval.(DE. No. 12035/16/2005-Pol.II dated 6.9.2005)(SR 317-B-22)

23. Overstay in residence after cancellation of allotment.

- Where, after an allotment has been cancelled or is deemed to have been 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 to retain a residence for a period not exceeding 6 months 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. Government Instructions: (i) Retention on medical, educational grounds etc. In case of a temporary transfer where retention beyond the normal period of four months permissible under the provisions of SR 317-B-11 is sought for strictly in the circumstances of the 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, extensions may be granted by relaxation of the relevant provisions of SR 317-B-11. In such cases of temporary transfer, or deputation, to places outside India, etc. rent for the entire period should be charged as normal rent under FR 45-A with the approval of Joint Secretary concerned. (DE OM NO. 32/9/63-CDN dated 9.9.1965) (ii) Recovery of damages from unauthorised occupants of government premises In case of damages recoverable from unauthorised occupants, it has been decided that the damages for use and occupation of the residence, services and garden charges may be assessed at the rate of licence fee recoverable from private persons/organisations. No indication need, however, be given in the cancellation letters or assessments conveyed to such unauthorised occupants that the damages are being recovered at the 'market rate' as may be determined by Government from time to time and it should only be stated that the damages will be recoverable for occupation of the residences, services, furniture and garden charges etc. in accordance with the law/Rules, or in the alternative, the rate of damages may be indicated. In case the damages assessed are challenged by the unauthorised occupants, it would be necessary for the Department to put forward material/evidence before the 'Estate Officer' or the Court concerned in regard to the letting out value of the premises in question.

2. Proper evidence may, therefore, be placed before the 'Estate Officer' or the Court concerned in the manner stated above.

[DE OM No.18011(12)/70-Pol.I dated 27.4.1972] (iii) Medical certificate from private practitioners Medical certificate from private practitioners with qualification such as A.M.P.S., MAMS, BAMS etc. should not be accepted for granting retention of Government accommodation

beyond the concessional period and for change of accommodation.(DE OM NO. 35/11/72-CDN I dated 31.8.1974)(iv)Payment of advance licence fee by those seeking retention of accommodationRetention of accommodation under SR-317-B-22 on medical/educational grounds to retired Government servants/ families of deceased Government servant, etc. should be granted, if necessary in two spells of three months each provided the medical certificate are valid for three months or more. Further, each such request for retention of accommodation beyond the period permissible under the rules is to be accompanied with advance payment through Bank Drafts.(DE OM No.3/3/76-RCS dated 23.6.1977)(v)Recovery of licence fee/enhanced licence fee from Central Government officers/officers of All India Service who go on deputation to ineligible organisations and who retire on superannuation from such organisations.Allottees of General Pool accommodation at the time of retirement and who retire on superannuation while serving in such organisations may be allowed permissible period of retention on payment of normal licence fee and also further retention of the accommodation in special case as provided in Proviso SR-317-B-22, on the criteria as permissible to other Central Government employees. Accordingly, only normal licence fee is to be recovered from such officers for the permissible period of retention and enhanced licence fee as provided under proviso SR-317-B-22 for the further period of retention that may be allowed on special grounds such as education, medical etc. as applicable to Central Government officers.(DE OM No.12033(1)/82-Pol.II dated 28.7.1986)(vi)Cancellation of allotment and retention of General Pool accommodation under SR-317-B-22.It has been decided that to enable the Estate-Officers to issue the show cause notice under the provisions of the Public Premises (Eviction of Unauthorised Occupants) Act, on the date immediately following the date of expiry of the retention allowed under S.R.317-B-22, a reference is made by the Allotment Section to the Estates Officers one week before expiry of the retention period with a request to issue notice under section 4 of the Public Premises Act on the first day of the commencement of unauthorised occupation.(DE OM No.12035(17)-Pol.II (Part), dated 24.7.1990)(vii)Retention of accommodation under SR 317-B-22 on retirement/ transfer etc. by the officers who have been allowed special concession of retention of accommodation on account of transfer to North-Eastern Regions/Andaman And Nicobar IslandsIt is clarified that such an allottee who has not availed of the concession of retention under SR-317-B-22 at the time of his transfer to the North-Eastern Region and is not retaining accommodation in the last place of posting in North-East, may be allowed such concession of retention in the eventuality of death, retirement or transfer to a station other than the station where he was retaining accommodation for the bona-fide use of his family. During this period of retention the allottee concerned shall be liable to pay licence fee at twice the 1.5 times the normal licence fee i.e. 3 times the normal licence fee or twice the licence fee that was being charged while the officer was posted to the North-Eastern Region/Andaman and Nicobar Islands whichever is higher. The concessional period of retention under SR-317-B-11 however, shall not be allowed to the officers concerned as the allotment in their name already stands cancelled on their transfer to the aforesaid regions.[DE OM No.12035(26)90-Pol.II, dated 13.12.1991](viii)Eviction proceedings against unauthorised occupants on expiry of the allotment periodIt has been decided that in cases where the period of allotment approved by the competent authority has expired and such period has not been extended by the competent authority immediate action should be taken for initiating eviction proceedings.(DE OM NO.12016/1/95-Pol.II dated 14.3.1996)(ix)Retention of accommodation by the officers of Ministry Of External Affairs posted to non-family stations abroad

- 1. Officers of the Ministry of External Affairs posted abroad at stations which are declared non family stations by the Ministry of External Affairs, and where officials are not permitted to take their families with them, shall be eligible to retain the entitled type of accommodation on payment of normal licence fee.**
- 2. It is the responsibility of the officer concerned to intimate the date of relinquishment of charge immediately on posting abroad and the date of joining at the station which has been declared non family station.**
- 3. The request for retention should reach the Directorate of Estates within one month of relinquishment of the charge at the last station of posting in the prescribed proforma.**
- 4. Retention of Government accommodation shall be admissible to those officers who own houses at the last place of their posting.**
- 5. Officers, who have been posted to non family stations abroad and are presently retaining the same accommodation within the permissible period of retention, will be permitted to retain the accommodation on payment of normal licence fee.**

(DE OM No.12035/1/99-Pol.II dated 20.1.1999 and 29.6.1999)(x)Allotment/retention by Central Government officers on central deputation to PSUs/ Autonomous bodies on mandatory basisIt has now been decided by the Government:-(i)Officers posted to PSUs etc. on deputation basis at the time of its initial constitution may be allowed retention of General Pool accommodation that they were occupying for a maximum period of 5 years and the concerned organisation should pay an amount equivalent to HRA admissible to the officer plus the flat rate of licence fee prescribed by the Government from time to time in respect of General Pool residential accommodation. The concerned organisation may recover normal licence fee from the official.(ii)Officers posted to PSUs, etc. on mandatory basis, or under Central Staffing Scheme may be considered for allotment/retention of General Pool accommodation and the concerned organisation should pay an amount equivalent to HRA admissible to the officer plus the flat rate of licence fee prescribed by the Government from time to time in respect of General Pool residential accommodation. The concerned organisation may recover normal licence fee from the official.(iii)In respect of each case under (ii) above the office of Establishment Officer, Department of Personnel & Training shall issue a certificate that the posting of the officer concerned to PSUs is on mandatory basis or under Central Staffing Scheme without seeking his/her option and is in public interest.(DE OM No.12035/14/92-Pol.II dated 11.10.2000)(xi)Recovery of arrears of licence fee/damages before making actual allotmentAs per practice being followed in the Directorate of Estates, advance recovery of licence fee/ damages is made before making actual allotment in cases of initial

allotment, regularisation of allotment on re-posting and regularisation of allotment in the name of ward/spouse in the event of retirement/ death of the allottee.

2. Guidelines have been issued for recovery of arrears of licence fee/ damages in advance before making actual allotment in cases of regularisation of allotment on retirement, death and re-posting etc. However, no guidelines have been issued regarding recovery of arrears of licence fee/ damages before making fresh/ initial allotment. Amount of arrears of licence fee/ damages is intimated to the Drawing & Disbursing Officer concerned under intimation to the Government servants for making recovery.

3. In the absence of any written guidelines, difficulties are being faced in effecting recovery of licence fee/ damages from serving Government employees, who are applying for fresh allotment on their posting at a particular station. The matter has been considered in this Ministry. To avoid any loss of revenue to the Government, it has now been decided that arrears of licence fee/damages, if any, shall be recovered in advance from the Government officials before making actual allotment in respect of following cases:

(a) Fresh/ initial allotment. (b) Regularisation or allotment of alternative accommodation in the name of ward/spouse in the event of retirement/ death of the allottee. (c) Regularisation of allotment in the name of allottee on re-posting at the same station. (d) Regularisation of allotment in the name of remaining spouse in the event of transfer of the allottee to other station/ ineligible office.

4. All the Allotment Sections are requested to ensure compliance of these orders before making actual allotment in various events mentioned above.

(DE OM No. 12035/18/2002-Pol.II dated 20.8.2002)(xii) Recovery of damages rate of licence fee for overstay The following rates of damages are/ were applicable for the period of unauthorised occupation :

Period	Rate per Square Meters p.m	
	Type I to IV	Type-IV Spl. And higher including Hostel
1.9.1987 to 31.3.1991	Rs.20/-	Rs.21/-
1.4.1991 to 31.3.1993	Rs.40/-	Rs.45/-
1.4.1991 to 31.5.95	Rs.45/-	Rs.50/-
1.6.1995 to 31.10.1997	Rs.55/-	Rs.80/-
1.11.1997 to 31.10.1999	Rs.65/-	Rs.95/-

1.11.1999 to 30.4.2002	Rs.75/-	Rs.110/-
1.5.2002 to 30.11.2004	Rs.150/-	Rs.220/-
1.12.2004 onwards	Rs. 175/-	Rs. 255/-

(xiii) Retention of government accommodation by civilian staff of DG (Security) on their transfer to Chakrata. (i) Civilian staff of DG (Security) shall be eligible for retention of entitled type of General Pool residential accommodation during their posting to Chakrata; (ii) Such retention will be admissible on payment of normal licence fee; (iii) Officers who have since been posted to Chakrata prior to issue of these orders and are still retaining the accommodation within the permissible period of retention, will also be eligible to retain the entitled type of accommodation on payment of normal licence fee. (iv) The position shall be reviewed after March 2007 in consultation with DG (Security), Cabinet Secretariat. (DE OM No.12035/23/2000-Pol.II dated 25.5.2005) It is clarified that an allottee, who has resigned from Government service, will not be eligible for retention of Government accommodation under SR 317-B-22. Similarly, regularisation of accommodation in the name of ward/ spouse will also not be admissible in the event of resignation from Government service. (DE OM NO.12035/12/2005-Pol.II dated 17.8.2005) (SR 317-B-23)

24. Continuance of allotment made prior to the issue of these rules.

- Any valid allotment of 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 S.R.317-B-5 and all the preceding provisions of these rules shall apply in relation to that allotment and that officer accordingly. (S.R. 317-B-24)

25. Interpretation of Rules.

- If any question arises as to the interpretation of the rules in this Division it shall be decided by the Central Government. (S.R.317-B-25)

26. Relaxation of Rules.

- The Government may for reasons to be recorded in writing relax all or any of the provisions of the rules in this Division in the case of any officer or residence or class of officers or type of the residences. Government Decisions: (i) Reservation in allotment It has been decided that till further orders the reservation should be increased from 5% to 10% in Type I & II for allotment to the Scheduled Caste/Scheduled Tribes employees entitled to these Types. It has also been decided that the vacancies becoming available in the 10% quota for the Scheduled Caste/Scheduled Tribes employees, referred to above, should be allotted in the ratio of 2:1 to the Scheduled Caste and Scheduled Tribes employees respectively. For this purpose, separate waiting list should be prepared for the Scheduled Caste/Scheduled Tribes employees in these two Types.

5.

% of the vacancies in Types I & II are to be allotted to officers belonging to SC and ST communities in the ratio of 2 : 1 respectively at Bombay, Calcutta, Nagpur, Chandigarh, Faridabad, Madras and Shimla.[DE OM No.12035(3)/73-Pol.II, dated 24.9.1973 and DE OM No.7/9/70-Regions, dated 6.9.1975] It has now been decided that, till further orders 5% clear vacancies in Type III & IV should be reserved for allotment to Scheduled Caste and Scheduled Tribe employees entitled to these Types. The present reservation of 10% in Types I & 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 2:1 between Scheduled Caste and Scheduled Tribe employees respectively. In case, however, there is no Scheduled Tribe employee, the quota reserved for them may be allotted to Scheduled Caste employee. For this purpose separate waiting lists should be prepared for Scheduled Caste and Scheduled Tribe employees.[DE OM No.12035 (20)/74-Pol.II, dated 18.9.1975]

d Caste/ Scheduled Tribe officers, who are already in occupation of General Pool accommodation, will be eligible for allotment of higher type accommodation from the quota reserved for Scheduled Caste and Scheduled Tribe employees.

[DE OM No.12035/4/2006-Pol.II, dated 1.12.1975] It has been decided that: (i) Existing percentage of reservation of General Pool accommodation for Scheduled Caste/ Scheduled Tribe employees in Delhi viz. 10% in type 'A' and 'B' and 5% in type 'C' and 'D' should be extended uniformly to all the existing Regional Offices/ Cells under the control of the Directorate of Estates and Regional Offices that may be set up in future including stations where General Pool accommodation is being allotted by the Central Public Works Department. (ii) The officers should be entitled for allotment in their entitled type and in their turn from the separate waiting lists to be maintained for the purpose. (iii) Vacancies available in the quota reserved for the purpose would be allotted in the ratio of 2:1 to the Scheduled Caste/ Scheduled Tribes employees respectively. In case, however there is no Scheduled Tribe employee available, the quota reserved would be allotted to Scheduled Caste employees. (iv) Scheduled Caste/ Scheduled Tribe employees who are already in occupation of General Pool accommodation will not be entitled to be considered for allotment of higher types from the reserved quota.[DE OM No.12035(10)/84-Pol.II, dated 25.11.1985] In order to have uniformity in the matter of reservation of accommodation to Scheduled Caste/ Scheduled Tribe employees in Delhi and other stations, it has been decided to follow the following procedure :- (i) In case sufficient applications from SC/ST employees are not available from the applications invited for the current allotment year, as some offices have invited applications for some types only up to a specified date of priority, fresh applications may be invited from members of SC/ST so as to allot the reserved accommodation to SC/ST employees. (ii) A Register for allotment of all clear vacancies may be maintained in all Allotment Sections and Regional Offices. In respect of Types A & B accommodation, in the 60 point roster vacancies at point No.10, 20, 40 and 50 should be allotted to Scheduled Caste employees and vacancies at point No.30 and 60 allotted to Scheduled Tribe employees. In respect of Type C and D accommodation the vacancies at point No.20 and 40 are to

be allotted to Scheduled Caste employees and vacancy at point No. 60 is to be allotted to Scheduled Tribe employees.(iii)In addition to the reservation according to the roster, SC/ST employees are also be considered for allotment in their turn along with general category employees.(iv)If the fact that the employees is a SC/ST as already mentioned in DE-2 Form, no separate certificate is to be obtained from Head of Office. However, at the time of allotment and acceptance, it should be verified that the official belongs to SC/ST categories.(DE. OM No.12035 (10)/84-Pol.II dated 7.4.1986)(ii)Concession of ad hoc allotment towards working on ad hoc basis.It has been decided that the concession of the ad hoc allotment to the eligible ward of a retired Government servant will also be extended to those employees who were working in the offices which are eligible for General Pool Accommodation on ad hoc basis on the date of retirement of their parents but were subsequently regularised without any break in service between the period of ad hoc appointment and regular appointment.[DE OM No.12035 (7)/Pol.II (Vol.II), dated 11.2.1982](iii)Allotment of General Pool residential accommodation to the Members of Parliament(a)In future, no allotment of Type EIII bungalow will be made from the General Pool to any Member of Parliament without the approval of the Cabinet Committee on Accommodation.(b)Members who are ex-Governors, ex-Chief Ministers and ex-Cabinet Minister of the Centre, ex-Speaker of the Lok Sabha, ex-Judges of the Supreme Court may be allotted houses of category VII (Type-EII) depending on availability.(c)Other Members who were Ministers of State/ex-Deputy Chairman, Rajya Sabha/ Deputy Ministers in the Centre, Speaker/Chairman of Legislature in the States and who were Cabinet Ministers in the States may be allotted houses of Type VI(EI).(d)Other Members may be allotted houses of category V (E) i.e. flat in North/South Avenue etc.(e)Members of Parliament who are already in occupation of General Pool Type-EIII, EII and EI accommodation and who are not entitled to retain the same as per above criteria are to be advised to vacate the accommodation in their occupation and move to alternative accommodation which may be allotted from General Pool /MPs Pool as per above criteria.(DE OM No.12016(2)/80-Pol.II (Vol.III) (iii) dated 24.10.1985)(iv)Allotment of General Pool accommodation to scientists attached to Scientific Advisor to Raksha Mantri (Defence Minister).It has been decided to allot accommodation to the Scientists attached to Scientific Advisor to Raksha Mantri (Defence Minister) on ad hoc basis provided they are eligible on the basis of emoluments prescribed for such allotment. Each such request for ad hoc allotment by the Scientists should have the specific recommendations of the Scientific Advisor to the Raksha Mantri. The allotment may be made to these Scientists in different colonies subject to availability for tenure of three years (not exceeding four years in any case).(DE OM No.12024 (3)/86-Pol.II, dated 5.8.1986)(v)Regularisation of accommodation/allotment of alternative accommodation to the spouse of allottee Government officer in the event of his/her transferIt has been decided to regularise the accommodation in the name of the remaining spouse if he/she is eligible for allotment of accommodation from the General Pool even though his/her date of priority is not covered. In case he/she is working in an eligible office but is entitled for lower type of accommodation, he/she may be allotted alternative accommodation of the lower type as per his/her entitlement, on the basis of next available vacancy basis. Such allotment will be made to the extent possible, in the same area, failing which in a nearby area.[DE OM No.12035 (28)/90-Pol.II, dated 1.4.1991](vi)Concession of ad-hoc allotment of General Pool to eligible dependents/ relations of Government employees on their retirement-eligibility of married daughterIt has now been decided to extend the scope of this concession to the married daughter of a retiring official, in case he does not have any son or in case where married daughter is the only person who is prepared to maintain the parent(s) and the sons

are not in a position to do so (e.g. minor sons). This will be subject to the conditions which are also applicable to the other eligible wards seeking such concession.[DE OM No.12035(14)/82-Pol.II dated 17.12.1991](vii)Allotment of General Pool residential accommodation to the Members of the Income Tax Appellate Tribunal and Members of Customs, Excise and Gold (Control) Appellate Tribunal in Delhi and other cities-priority regarding.It has been decide that the Members of Income Tax Appellate Tribunal and Members of Customs, Excise and Gold (Control) Appellate Tribunal on their appointment directly from the professions of Law and Accountancy, etc. or on the basis of promotion will be allotted two roomed hostel accommodation or Type-E accommodation in Delhi, Bombay, Calcutta and Madras on ad hoc basis in case, they cannot secure allotment according to their position in the waiting list. However, for securing of higher types of accommodation of their entitlement they will have to take their change according to their date of priority.[DE OM No.12035 (15)/86-Pol.II, dated 4.7.1986/14.9.1992](viii)Retention of accommodation by the family of deceased Government servants who are holding the accommodation after re-employmentIt has been decided that in case of death of an allottee who was holding accommodation during the period of his re-employment, his family would be entitled to retain the accommodation for a period of one year on payment of normal licence fee notwithstanding the fact that prior to his/her employment the allottee had availed the maximum period of retention permissible under rules.[DE OM No.12035/1/92-Pol. Dated 13.2.1995](ix)Retention of accommodation by officials working in the personal staff of the Ministers on co-terminus basis.Allotment may be cancelled after allowing one month's concessional period under the SR-317-B-11 from the date the officials, who were working in the personal staff of Minister on co-terminus basis cease to be in the personal staff of the Ministers. The benefit of retention under SR-317-B-22 on medical/education ground on payment of double the normal licence fee may also be allowed in such cases. In case such officials avail leave immediately on termination of their services, the allotment may be cancelled after allowing one month's period or the period of their leave not exceeding four months, whichever is more.[DE OM No. 12035/24/96-Pol.II dated 16.8.1996](x)Allotment of General Pool residential accommodation to the employees of State/Union Territories Government working in Delhi.It has been decided that not more than six employees of State Government and not more than three employees of Union Territories (other than the NCT of Delhi) posted in Delhi will be allotted GPRA on payment of normal licence fee as fixed by the Central Government from time to time. Out of six units for States, three to four units will be of type-IV and above. In the case of Union Territories, two units will be of type-IV and above and one unit of lower type.Such employees will be allotted accommodation on the recommendations of the concerned Resident Commissioner. Allotment will be without restriction of floor and area subject to availability. Such allottees will also be eligible for one change in respect of the type of residence allotted to them. Change shall be allowed on maturity of his turn after including his name in the change waiting list.The accommodation allotted to the employees will not be earmarked and will be vacated and possession handed over to concerned CPWD Enquiry Office. The new incumbent will have to seek fresh allotment. Allotment to the employees of State/Union Territories Governments will be made in the next below accommodation to their entitlement with reference to their basic pay as on the crucial date in the relevant allotment year.The new incumbent of the post of Resident Commissioner shall be allotted GPRA of appropriate type for a period of one year irrespective of the number of units allotted to the concerned State Governments. The out-going Resident Commissioner can retain the Government accommodation for the period admissible under normal rules and will vacate the residence thereafter.[DE OM No.12016/1/89-Pol.II (part III) dated

19.9.1997]It has been decided that:-(i)Directorate of Estates would continue to allot General Pool residential accommodation to the officers of the State/ UT Governments on the recommendations made by the Resident Commissioners concerned against the prescribed quota.(ii)Eviction proceedings will be initiated by Directorate of Estates against the unauthorised occupants on receipt of report from the Resident Commissioner concerned. The eviction proceedings will be completed in time bound manner by following due process of law.(iii)New incumbents will be allotted accommodation on vacation by the outgoing incumbents, on becoming slot available under the prescribed quota as per the recommendations of the Resident Commissioner concerned.(iv)The facility of allotment of accommodation for a period of one year will be available to the new incumbent on transfer of the Head of the organisation of the office of the Resident Commissioner irrespective of non-availability of slot in the quota. All the State/ UT Governments will designate an officer as head of the organisation and their recommendations in this regard will be final. The outgoing incumbent will be eligible to retain the accommodation in his possession for the period admissible as per normal rules.(v)Officers holding additional/dual charge of a post under the State/ UT Governments in Delhi will also be eligible for allotment/retention of General Pool residential accommodation. Such allotment/ retention will be against the prescribed quota. No accommodation in excess of the quota will be allotted/ allowed to be retained under any circumstances.(DE OM No.12016/1/2004-Pol.II dated 24.9.2004)(xi)Earmarking of accommodation for the Chairmen/ Members of Statutory/ Constitutional Commissions/ Bodies, etc. manned by retired Supreme Court/ High Court JudgesIt has been decided to earmark bungalows in occupation of retired judges of the Supreme Court/ High Court, who were employed in permanent Commissions, Tribunals, Authorities/ other Statutory Bodies as on 23.12.1996.(DE OM No.12035/24/97-Pol.II (Vol.II) dated 9.10.1998)No accommodation may be earmarked for newly constituted Commission and Autonomous Body whose Chairperson/ Members are retired Supreme Court and High Court judges.(DE OM No.12035/24/97-Pol.II (Vol.II) dated 22.12.2003)(xi)Status of house-owners on transfer of property on Power of AttorneyIn case the officer or any member of his family, who was having a house at the place of his posting, has sold the same on General Power of Attorney, the ward/ spouse will be eligible for regularisation/allotment of alternate accommodation and they will not be treated as house owner for the purpose of allotment of Government accommodation.[DE OM No.12035/1/96-Pol.II, dated 18.1.1999](xiii)Regularisation/ allotment of alternate accommodation in the name of eligible ward/spouse in the event of retirement/ death of the allottee.It has now been decided that entitled type of accommodation will be regularised/ allotted to ward/ spouse in the event of death/retirement of the allottee, on payment of normal licence fee, subject to fulfilment of the following conditions:Retirementi. When a Government servant, who is allottee of General Pool accommodation, retires from service, the ward/ spouse will be eligible for regularisation/ allotment of alternate entitled type of accommodation provided he/ she is, as Government servant eligible for allotment of accommodation from General Pool and had been residing continuously with the retiring Government servant for at least three years immediately preceding the date of retirement. In case, however, a person is appointed in Government service within a period of three years preceding the date of retirement or had been transferred to the place of posting of the retiring Government servant any time within the preceding three years, the date on which he was so appointed/transferred would be the date for the purpose.ii. The concession of regularisation/allotment of entitled accommodation will, however, not be available in cases where the retiring official or the members of his/ her family owns a house at the place of posting or the

eligible ward/spouse has drawn House Rent Allowance for the period referred to in sub para (I) above.iii. The clearance of all dues outstanding in r/o the premises occupied by the retired allottee (which is not vacated) shall be an essential condition for the consideration of an allotment to an eligible applicant.iv. The emoluments drawn by the ward/ spouse on the crucial/ cut of date for the relevant allotment year will be taken into account for the purpose of determination of entitled type of accommodation.v. The application for regularisation/ allotment will be submitted within a period of two months from the date of retirement of the ex-allottee.Deathi. In case of the ward/spouse of the deceased Government servant is eligible for General Pool accommodation and has been residing with him for at least six months prior to the allottee's death, he/she will be eligible for regularisation/ allotment of entitled type of accommodation.ii. Request for regularisation/ allotment of entitled type of accommodation may also be considered in case the dependent ward/spouse gets an employment in an eligible office even after the death of the officer, provided such an appointment is secured within a period of two years after the death of the allottee and the accommodation in occupation has not been vacated.iii. The above concession is allowed in cases where the deceased officer or spouse/ward does not own a house at the place of posting.iv. The clearance of all dues outstanding in respect of the premises occupied by the deceased officer shall be an essential condition for the consideration of regularisation/allotment to the eligible applicant.v. Application for regularisation/ allotment may be submitted within a period of two months from the date of death of the allottee or from the date of appointment in Government service whichever is later.These orders shall be applicable in respect of all cases where the family was retaining the Government accommodation authorized as on 1.1.1998. This facility or regularisation/ allotment of alternate accommodation will not be admissible in cases where the allottee was in possession of General Pool accommodation and the ward/spouse is not eligible for allotment of accommodation from General Pool and or vice versa.(OM No. 12035/4/98-Pol. II dated 20.5.1999)(xiv)Eligibility of married daughter for regularisation of General Pool accommodation.It has now been decided that:-(i)A married daughter, working in an eligible office, will be eligible for regularisation/ allotment of alternate accommodation irrespective of the fact that the retiring official is having a son and he is in a position to maintain the parents.(ii)In case more than one ward of the retiring official are eligible for regularisation of allotment, the retiring official will have option to exercise his/her choice in favour of wards including married daughter subject to fulfilment of prescribed conditions.(iii)It shall be obligatory on the part of the ward to keep the retiring officer with him/her.(DE OM No.12035/9/99-Pol.II dated 29.2.2000)(xv)Regularisation of allotment on reposting at the last place of posting.Where an officer is reposted within a period of four months beyond the permissible period of 8 months, the allotment may be regularised 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 is covered or not.(DE OM 12035/21/95-Pol.II dated 31.7.2000)(xvi)Regularisation/ alternate accommodation in the name of daughter-in-law in the event of retirement/death of the allotteeIt has been decided that entitled type of accommodation will be regularised/allotted in the name of daughter-in-law in the event of retirement/death of the allottee on payment of normal licence fee subject to fulfilment of prescribed conditions.(DE OM No.12035/34/2000-Pol.II dated 26.12.2000)(xvii)Regularisation of government accommodation in the case of ward/spouse missing persons.The matter regarding regularisation of Government accommodation in cases wherein an FIR was lodged by the family and the missing allottee has been reported untraceable by the Police authorities, has been considered in this Directorate and it has

now been decided that:(i)Allotment may be cancelled after allowing concessional period of one year from the date on which the police authorities have certified that the employee is still missing. Further, retention of one year may also be allowed on payment of normal licence fee provided neither the missing officer nor any members of his family own a house at the place of posting.(ii)The regularisation/allotment of entitled type of accommodation in the name of the ward/spouse of the missing officer, who has been appointed on compassionate grounds, may be allowed on payment of normal licence fee provided the ward/spouse could secure employment within a period of two years from the date on which the employee has been certified to be untraceable, if neither the missing officer nor any member of his family own a house at the place of posting.(iii)The clearance of all dues outstanding in respect of the premises occupied shall be an essential condition for the consideration of regularisation/allotment of entitled type of accommodation to the eligible applicant.(iv)Normal rate of licence fee may be charged for the intervening period i.e. from the date of missing to the date on which the employee has been certified as untraceable by the police authorities.(v)Damages rate of licence fee will be charged beyond the period of two years from the date on which the Government servant was reported missing.(vi)Damages rate of licence fee will be charged beyond the period of two years from the date on which the Government servant is reported untraceable by the police authorities.(vii)Eviction proceedings will be initiated against the family in case the Government accommodation is retained unauthorisedly beyond the period of two years from the date on which the Government servant is reported untraceable by the police authorities. However, such proceedings may be kept in abeyance in case it is certified by the administrative department that request for compassionate appointment in r/o the ward/spouse is under process and he/she will be appointed in Government service after completion of necessary formalities.(DE OM No.12035/18/98-Pol.II dated 14.7.2001)(xviii)Concession of ad hoc allotment of General Pool residential accommodation admissible to eligible ward/spouse in the event of death of Government employeesThe matter has been considered by the Government and it has been decided that :- (a)Regularisation of entitled type of accommodation will be allowed from the date of appointment in Government service, as a one time relaxation in respect of 32 cases where the ward/spouse of the deceased allottees, could not secure employment within the prescribed period of one/two years, as was applicable from time to time, on payment of normal licence fee.(b)The family, who remained in unauthorised occupation of Government accommodation beyond the permissible period, will be charged three times of the normal rate of licence fee for the intervening period.(c)Only those ward/spouse may be allowed to retain the Government accommodation beyond the permissible period of two years, where their cases for compassionate appointment have been approved by the concerned department and appointment could not materialize for want of vacancies. A certificate to this effect will be produced by the applicant from the concerned department.(d)The family will be charged three times of the normal licence fee beyond the permissible period of two years till their appointment in Government service take place.(e)The families who are in possession of higher type of accommodation will be shifted to lower type of accommodation as per the entitlement of the ward/spouse with reference to the scale of pay of the post to which compassionate appointment in Government service has been approved.(f)In all the remaining cases, where appointments on compassionate grounds is not approved within the permissible period of two years, eviction proceedings may be initiated immediately after the permissible period of two-years is over.(DE OM No.12035/4/95-Pol.II(Pt) dated 31.8.2001)(xix)Regularisation of accommodation/allotment of alternate accommodation to the spouse of the allottee in the event of his/her transferIt is clarified

that retention/regularisation of entitled type of accommodation may also be allowed in the name of the remaining spouse in the event of transfer of the allottee to an ineligible office at the same station even though her/his date of priority is not covered.(DE OM No.12035/28/90-Pol.II (Vol.II) dated 28.11.2001(xx)Retention of General Pool residential accommodation by the Members of Parliament of Lok SabhaIt has now been decided that the concession of retention of General Pool residential accommodation on payment of normal licence fee may be allowed to the ex-Members of (dissolved) Lok Sabha till the constitution of the next (new) Lok Sabha, provided that such ex-Members will vacate the accommodation within a period of 15 days from the date of constitution of the new Lok Sabha. In case, however, any ex-Member does not vacate the General Pool accommodation within 15 days from the date of constitution of the next (new) Lok Sabha, he/ she will be charged damages for the entire period of overstay beyond the normal concessional period of one month.(DE OM No. 12035/2/2004-Pol.II dated 1.3.2004)(S.R.317-B-26)

27. Delegation of Powers or Function.

- The Government may delegate any or all the powers conferred upon it by the rules in this Division to any officer under its control, subject to such conditions as it may deem fit to impose.Government Instructions:(i)Powers under SR 317-B-21 delegated to AEM/EMDirector of Estates, hereby direct that the powers of the Director of Estates under Supplementary Rule 317-B-21 shall be exercisable also by the Estate Manager or the Assistant Estate Manager, Bombay, Calcutta, Nagpur, Faridabad and further direct that in the above mentioned order, for the entry "Supplementary Rule 317-B-21 except the power to determine the enhanced rent under sub-rule (3) of the rule" against item(s) the entry "Supplementary Rule 317-B-21" shall be substituted.[DE OM NO.22013 (18)/70-Pol.II, dated 21.7.1970](ii)Allotment of General Pool residential accommodation request for reconsideration: delegation of powerIn partial modification of the O.M. of even number dated 1.10.90, it has been decided that the request for reconsideration of allotment of General Pool accommodation can also be decided with the approval of the Deputy Director concerned.[DE OM No.12035 (19)/90-Pol.II, dated 23.5.1991](iii)Delegation of power to Superintending Engineer (Civil), CPWDThe powers of Director of Estates under SR 317-B-21(6) shall be exercised by the Superintending Engineer (Civil), CPWD in whose jurisdiction the residential accommodation is situated at Regional stations outside Delhi except Faridabad. The aggrieved allottee on which any penalty has been imposed due to subletting of Government accommodation may within 60 days of the receipt of the orders file a representation/appeal to the SE, CPWD concerned.(DE OM No.12032/2/83-Pol.II dated 6.1.1998)Organisational History of Directorate of Estates

1. The Estate Office was first established in 1922 as a part of the Central Public Works Department. It was then placed under a Superintending Engineer and dealt with the allotment of Government owned houses, their maintenance and the recovery of rents. The Estate office was a comparatively small organisation until outbreak of World War II. During this war, pressure on the available accommodation increased beyond all proportion due to the creation and rapid expansion of Government

departments. To meet the situation, additional office and residential buildings were built and also private residences were requisitioned under the Defence of India Rules. As a result the number of residential and office buildings available for allotment in Delhi, New Delhi and Shimla underwent a large increase. This was directly reflected on the rent side also by correspondingly increase on the work of rent recoveries.

2. The all round increase in the Estate work became so heavy that it was felt that the only way to enable the Estate office to cope efficiently with the multifarious demands made upon it was to totally reorganise the then existing set up. The Estate Office was accordingly 'separated' from CPWD towards the end of October, 1944 and was established as an independent Organisation under a whole time Estate Officer directly under the administrative control of the then Ministry of Works and Housing and Supply.

3. The work relating to the provisions of office and residential accommodation in Calcutta and Mumbai was also transferred from CPWD to the Estate Office at the same time. The small organisations were also set up in these offices to cater the needs of the Central Government Offices and staff located there. In addition at other regional stations viz. Shimla, Chennai, Nagpur, Faridabad, Ghaziabad and Chandigarh Branch offices of Directorate of Estates were set up to cater the need for estate functions existed but where the work load was not adequate enough to set up a separate office for the purpose, these functions were kept under the charge of respective CPWD offices. In some cases economy instructions were the reasons for not opening a separate Estate office. Under the charge of CPWD, on behalf of Directorate of Estates, are the Offices at Bangalore, Indore, Hyderabad, Shillong, Agartala, Imphal, Kohima, Cochin, Kanpur, Lucknow, Allahabad, Rajkot, Jaipur, Mysore, Mysore, Chennai, Dehradun and Srinagar etc.

4. Since the setting up of the above offices, the organisation was growing and the present form was established in the Headquarters at New Delhi. The present objectives of the Organisation are as under :-

- i. Administration of Government Estate (Residential/office accommodation) under the control of Ministry of Urban Affairs and Employment at New Delhi and 34 Regional Stations .ii. Administration of Requisitioning and Acquisition of Immovable Property Act, 1952.iii. Allotment of accommodation in Vignyan Bhavaniv. Control administration of Holiday Home at Grand Hotel,

Shimla and other touring Government Hostels viz. Delhi, Mumbai, Chennai, Calcutta, Kenya Kumari, Mysore, Amarkantak etc.v. Administration of markets in Government colonies in Delhi, Faridabad, Ghaziabad, Nagpur and Mumbai.Abbreviation

Sl. No.	Short Form	Abbreviation
1	DE	Directorate of Estates
2	OM	Office Memorandum
3	GPRA	General Pool Residential Accommodation
4	GPOA	General Pool Office Accommodation
5	GNCT	Government of National Capital Territory
6	GP	General Pool
7	CSIR	Council of Scientific & Agricultural Research
8	ICAR	Indian Council of Agricultural Research
9	CRRRI	Central Road Research Institute
10	ICMR	Indian Council of Medical Research
11	FR	Fundamental Rule
12	SR	Supplementary Rule
13	CCA	Cabinet Committee on Accommodation
14	PWD	Public Work Department
15	CPWD	Central Public Work Department
16	CBI	Central Bureau of Investigation
17	BSNL	Bharat Sanchar Nigam Limited
18	Pol.	Policy
19	PSU	Public Sector Undertaking
20	CGHS	Central Government Health Scheme
21	MP	Member of Parliament
22	VP House	Vitthalbhai Patel House
23	PIB	Press Information Bureau
24	AIR	All India Radio
25	J&K	Jammu and Kashmir
26	IFS	India Foreign Service
27	IAS	Indian Administrative Service
28	TP	Tenure Pool
29	LP	Ladies Pool
30	AIS	All India Service
31	CWP	Civil Writ Petition
32	PMO	Prime Minister's Office
33	NER	North Eastern Region

34	UPSC	Union Public Service Commission
35	SPG	Special Protection Group
36	GOI	Government of India
37	HRA	House Rent Allowance
38	HBA	House Building Advance
39	LF	Licence Fee
40	RC	Reconsideration
41	CF	Carry Forward
42	NDC	No Demand Certificate
43	NOC	No Objection Certificate
44	NAC	Non-Availability Certificate
45	IPS	Indian Police Service
46	BSF	Border Security Force
47	UDM	Urban Development Minister
48	CDN	Coordination
49	DOP	Date of Priority
50	DOR	Date of Retirement
51	SC	Scheduled Caste
52	ST	Scheduled Tribe