



**OIL AND NATURAL GAS CORPORATION LIMITED**  
**Office of Chief-ER**

Corporate Policy Section  
II Floor, B. S. Negi Bhavan  
Tel Bhavan, Dehradun – 248003

O.O. No. ONGC/ER/CP/E&H/004

**OFFICE ORDER (E&H-004)**

**Last Updated: 19.11.2019**

**Sub: ALLOTMENT OF RESIDENCES – INSTRUCTIONS**

**1. APPLICATION AND SCOPE:**

These instructions shall apply to allotment of any building owned or leased by the Corporation or a portion thereof for use as a residence by an employee of the Corporation.

**2. DEFINITIONS:**

In these instructions, unless the context otherwise requires:-

- a) An ‘Estate Officer’ shall be the officer so declared by the Head of HR-ER of the Region/ Head of Asset / Institute etc., as the case may be.
- b) ‘Allotment year’ means the year beginning on 15<sup>th</sup> June and will end on the 14<sup>th</sup> June.
- c) ‘Class’ in relation to a residence, means the type of that residence, as for the time being specified in the schedule.
- d) ‘The Corporation’ means the Oil & Natural Gas Corporation established under the Oil & Natural Gas Corporation Act.
- e) ‘Pay’ means :
  - i) Pay means the Basic Pay drawn monthly by an employee as the pay of the post held by him including Special Pay, Personal Pay, Non- Practicing Allowance (NPA).
  - ii) Pension, other than a pension drawn under the provisions of Chapter XXXVIII, Civil Service Regulations or compensation received under the Workmen’s Compensation Act, 1923 as subsequently amended.
  - iii) In the case of an employee under suspension and in receipt of a subsistence grant, the amount of the subsistence grant provided that if such employee is subsequently allowed to draw pay for the period of suspension the difference between the rent recovered on the basis of the subsistence grant and the rent due on the basis of the Basic Pay ultimately drawn shall be recovered from him.

- f) 'Employee' means a person who holds a post in the Corporation excluding contingent staff, staff engaged on work charged establishment and on ad-hoc basis and includes any such person on foreign service eligible for accommodation under these instructions.
- g) 'Family' means the wife or husband as the case may be and children, step children, legally adopted children, parents, brothers and sisters as ordinarily reside with and are dependent on the employee.
- h) 'Priority date' of an employee shall be decided as per the methodology given at point 5 (3) below.
- i) Provided that options can be made by the employees entitled to accommodation of any particular type for allotment of the next below category. Such optees will be allowed priority with reference to service in the lower category of pay range for the purpose of such allotment in the lower type
- i) Provided that if two or more employees have the same priority date, priority among them shall be determined as per the methodology given at point 5 (3) below.
- j) 'Qualifying appointment' means an appointment in the Corporation, and includes the period spent on training at the instance of the Corporation.
- k) 'Subletting' includes sharing of accommodation by an allottee with another person, with or without payment of rent but does not include a casual guest.
- l) Words denoting the masculine gender shall include the feminine gender.
- m) Words denoting the singular number shall include the plural number.

### **3. Classification of Residence:**

The class (type) of the residence shall be regulated under the Corporation's orders issued from time to time for allotment to the employees. Entitlement for executives and non-executives is shown in **Appendix-I**.

The Corporation may from time to time add any residence to, or remove any residence from, any part of the schedule, or change the classification of any residence specified in the schedule.

**NOTE:** Changing the classification means upgrading or down-grading a residence and the power to do so shall vest in the Corporation.

### **4. Allotment to husband and wife – eligibility in cases of employees who are married to each other:**

- a) No employee shall be allotted a residence under these instructions, if the wife or the husband as the case may be, when residing at the same station, has already been allotted a residence, unless such residence is surrendered.

Provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of Judicial separation made by any court.

- b) Where two employees in occupation of separate residences allotted under these rules marry each other, they shall within one month of the marriage surrender one of the residences.
- c) If a residence is not surrendered as required by sub-rule 4(b) above, the allotment of 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 Estate Officer may, decide shall be deemed to have been cancelled on the expiry of such period.
- d) Where both husband and wife are employed in the Corporation at same station, the title of each of them to allotment of a residence under these rules shall be considered independently and only one residence is to be allotted.

#### **5. (1) APPLICATION FOR ALLOTMENT:**

The methodology for allotment of accommodation at all ONGC colonies shall be as mentioned below:-

- a. Colony wise list of all quarters/ flats and their respective status such as occupied/ vacant/ under repair shall be incorporated in the ONGC website <http://www.ongcreports.net> to enable applicants to make appropriate choice even before the transferees move on transfer. This status will be updated every week between the month of April and July and once in a month during the remaining period of the year.
- b. For allotment of colony accommodation, the following schedule of dates shall be followed uniformly by all the Regions/ work centres:
- |      |   |                        |
|------|---|------------------------|
| i)   | Circular inviting applications to be issued by: | 31 <sup>st</sup> March |
| ii)  | Last date of submission of application:         | 1 <sup>st</sup> June   |
| iii) | Issuance of final seniority list by:            | 15 <sup>th</sup> June  |
| iv)  | Allotment year will start from:                 | 15 <sup>th</sup> June  |

Final seniority list shall be circulated & displayed prominently and shall also be put on the website.

- c. There will be no cut off date for transferees for submitting application for quarter allotment. Employees under transfer are allowed to send their application from the previous place of posting i.e. before joining the new place of posting. Transferees names, as they apply, shall be inserted in the operative seniority list as per their

seniority. The amended seniority list after insertion of the names of transferees shall also be displayed/ put on website along with the relevant details.

- d. All employees are permitted to apply for quarter one level below their entitlement.
  - e. The final seniority list is to be approved by Head HR-ER of the work centre. Allotments of quarters as per the approved seniority list shall thereafter be made by I/c Estate.
  - f. Out of turn allotments shall require approval of the concerned Director. All such cases are to be submitted for approval with the recommendations of the Head HR-ER and Unit Heads (e.g. Asset Manager, Basin Manager, HRO, etc.).
  - g. Once an allotment is made and the allottee takes the possession of the allotted quarter, no request for change of quarter will be accepted within six months from the date of allotment or till the end of the allotment year in which allotment was made, whichever is later.
2. Against the proposal in the agenda for introduction of auditing of ONGC colonies in respect of maintenances, supplies, security system etc., the Executive Committee decided that the quality of life auditing of colonies will be taken care through Performance Contract.

Concerned key executives shall accordingly include appropriate parameter related to the quality of life auditing of the colonies in the subsequent Performance Contract to be entered with the respective Directors.

- 3 Following forms will hence forth be used uniformly by all work centres:

<u>Form No.</u>	<u>Title of the form</u>
WEL-COL-01	Application for Allotment of Colony Accommodation
WEL-COL-02	Possession Slip of Quarter in ONGC Colony
WEL-COL-03	Quarter Taking Over/ Handing Over Possession Slip

These forms are annexed herewith and the same will also be available on the ONGC website <http://www.ongcreports.net> under the head “HR-ER Helpdesk”.

In line with the above instructions, the allotment letter to be issued by Estate Section has also been standardized for uniform application. A copy of the same is available on ongc website.

- 5(2)
- i) No employee shall be eligible for allotment of an accommodation under these instructions, or if he is already in occupation of such accommodation, to its continued retention, if he, or a dependent member of his family owns a house within a radius of 8 Kms of the place of his duty.
  - ii) Any employee who on any date subsequent to the date of his making application for allotment of a residence or subsequent to the date of allotment becomes ineligible for such allotment under paras5(2)(i) above

shall notify the fact to the Estate Officer within a period of 7 days of the date.

- iii) In case, any accommodation falls vacant for which no application has been received from the entitled categories of employees, the senior employee in the category in turn would be called upon to occupy the accommodation, provided he is not having any residence of his own or any family members within the radius of 8 Kms from the place of his duty. In case the employee refuses to occupy the quarter so allotted, he would forfeit his House Rent Allowance.

### **5(3) METHODOLOGIES TO DETERMINE SENIORITY**

#### **‘D’ type**

- i) The executives shall be placed in order of seniority as per effective date of promotion to the post of DGM (E-6).
- ii) In case, there is more than one executive having the same effective date of promotion, they shall be placed in order of seniority with respect to their date of joining in ONGC.
- iii) In case, the effective date of promotion and date of joining in ONGC are the same in respect of more than one executive then the seniority of executives shall be decided as per their date of joining in that project.
- iv) In case any executive has directly joined the post of DGM or the higher post, his seniority shall be considered from the date of joining of that post.

#### **‘C’ type**

- i) The executives shall be placed in order of seniority as per effective date of promotion to the post of E-3.
- ii) In case, there is more than one executive having the same effective date of promotion, they shall be placed in order of seniority with respect to their date of joining in ONGC.
- iii) In case, the effective date of promotion and date of joining in ONGC are the same in respect of more than one executive then the seniority of executives shall be decided as per their date of joining in that project.
- iv) In case any executive has directly joined the post of E-3 or higher upto E-5, his seniority shall be considered from the date of joining of that post.

#### **‘B’ type**

- i) Since executives (E-0 to E-2) and the employees of the unionized category are entitled for ‘B’ type accommodation, the seniority shall be determined on the basis of attaining the pay of `16000 (revised vide office order no. 11

(24)/09/CP, dated, 29<sup>th</sup> September, 2010) or effective date of promotion to E-0, whichever is earlier.

- ii) In case, there is more than one employee having the same effective date of promotion to E-0 or attainment of the basic pay of `16000 they shall be placed in order of seniority with respect to their date of joining in ONGC.
- iii) In case, the effective date of promotion or attainment of Basic Pay of `16000 and date of joining in ONGC are the same in respect of more than one employee then the seniority of executives shall be decided as per their date of joining in that project.
- iv) In case any employee has joined directly the post (E-0) or the higher post (E-2), this seniority shall be considered from the date of joining of that post.

As the Executives of E-0 to E-2 level as well as unionized category of employees are entitled for allotment of 'B' type residential accommodation, the percentage of accommodation to be allotted to the executives and unionized category may be decided by the region, according to the demand and availability of the quarters.

Further, it has been decided that the competent authority will have full powers to change the entitlement of residential accommodation in exceptional circumstances, so as to have optimum utilization of the Corporation's accommodation available.

**5(4) RESERVATION FOR SC / ST SHALL BE AS FOLLOWS:**

Following percentage of reservation for residential accommodation to Scheduled Castes and Scheduled Tribes employees at all work centres of the Corporation shall be kept:

Type of accommodation	Scheduled Castes / Scheduled Tribes	Remarks
A	10%	Ratio between SC / ST has been prescribed as 2:1
B	10%	
C	5%	
D	5%	

**5(5) ACCEPTANCE OF ALLOTMENT:**

Acceptance of offer of allotment should be sent within 10 days (21 days for employees on offshore/On-Off duty) from the date of issue of the allotment letter. If acceptance is not received by the stipulated date, allotment shall be automatically cancelled without any further correspondence and the same quarter will be allotted to the next eligible person. In such event the original allottee who did not convey acceptance, will not be eligible for any allotment during the remaining period of the allotment year or six months from the date of allotment, whichever is later. Acceptance once given will not be changed during full allotment year or within six months from the date of allotment, which ever is later.

If allotment is made to an employee who is already occupying another quarter he/she should take possession of new quarter and vacate the old quarter within 20 days from the date of allotment (31 days for employees on offshore/On-Off duty) failing which penal rent will be charged for the quarter allotted earlier for the period of overstay in addition to standard rent for newly allotted quarter from the date of issue of the allotment letter.

Employees who do not take possession of quarter within twenty days of allotment (for base employees) and thirty-one days (employees on offshore/On-Off duty) will be charged penal rent, if any for this period.

If an employee fails to accept the allotment or fails to accept alternative accommodation offered to him –

- a) Non-acceptance of this allotment will render to allottee ineligible for allotment of another during the remaining period of the allotment year or six months from the date of this allotment, whichever is later.
  - b) Any previous allotment of a residence in his favour, shall be deemed to have been cancelled with effect from the said date, and he shall vacate the residence forthwith.
  - c) Employees who proceed on long leave or on tour for more than 10 days and who do not wish to be considered for allotment of accommodation during their absence may intimate accordingly to the Estate Officer before proceeding on leave or tour. Alternatively, they shall nominate some one in writing to watch their interest in their absence.
- 5. (6)** An allotment shall be effective from the date on which it is accepted by the employee concerned and shall continue until it is cancelled by the Estate Officer or is deemed to have been cancelled under these instructions or it is surrendered by the employees concerned or the employee concerned ceases to occupy the residence and he will be liable to pay for this period.

Provided that with the prior approval of the Estate Officer, the allotment may be retained for the following period for the bonafide use of the employees family.

<b>SINo</b>	<b>Category</b>	<b>Period of stay</b>
a)	Training	Full period of training
b)	Leave preparatory to retirement / refused leave	Full the period of leave on full average / pay subject to a maximum of four months including two months concessional period
c)	Any other leave	Full period of leave duly sanctioned by the Corporation, subject to a maximum period of six months.
d)	Deputation to another public	Two months

	Undertaking etc.	
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e)	Temporary transfer		Period as may be fixed by Head of Asset / Basin / Institute
f)	Transfer		
	(i)	Normal	- Two months
	(ii)	children studying	- End of academic session if wards are studying in school / college going
g)	Death of the allottee		
	i)	Normal	- Four months
	ii)	children studying	- End of academic session if wards are studying in school / college going
h)	Retirement / or terminal leave		Four months
i)	Resignation, discharge or removal, termination from service or unauthorized absence without permission.		One month
j)	VR		As per VR Scheme in vogue

**NOTE:** The detailed provisions for items (f) to (i) are contained in instructions 8 to 10. For (j) it shall be applicable as per VR Scheme in vogue. The provisions of these instructions may be relaxed by the Estate Officer upto end of academic session in the interest of education of children of the allottee and upto maximum period of two months on grounds of serious illness. This will not cover (h) and (i).

#### **6. (A) CHANGE OF ALLOTMENT:**

- i) In the colonies having two or more storeyed buildings, an employee in occupation of residence may apply for change of floor, and the Estate Officer shall in respect of each class of residence maintain a list of employees who have applied for such change, arranging them in the order of date of receipt of applications.
- ii) With the approval of the Allotment Committee, a change of residence within the same class may be given on grounds of health or other valid reasons.
- iii) Once an allotment is made and the allottee takes the possession of the allotted quarter, no request for change of quarter will be accepted within six months from the date of allotment or till the end of the allotment year in which allotment was made, whichever is later.
- iv) Request for change to a particular quarter shall not be entertained.
- v) For colonies situated in Dehradun, employees who have completed 6 months from the date of allotment of quarter shall be eligible for request of

change of quarter. Once such request is accepted, the request for next change of quarter shall be considered after completion of 3 years stay in that quarter. In case of non-acceptance of quarter for change, such employee shall not be allowed for change for at least 3 years. No request for change to a particular quarter as well as for same floor shall be considered.

#### **6. (B) MUTUAL EXCHANGE OF RESIDENCE:**

The employees to whom residences have been allotted may, with the written approval of the Estate Officer exchange residences within the same class. Provided that –

- a) The houses as exchanged shall be re-allotted to the employees concerned.
- b) Mutual exchange shall be allowed only to relieve hardship; and
- c) Both the employees are normally expected to continue in occupation of residences of thus exchanged for at least six months, and that neither of them is likely to shift to a residence of his entitled class or surrender the accommodation immediately after such exchange is approved.

#### **7. SURRENDER:**

An employee may at any time surrender an allotment made to him under these instructions, subject to clause (c) below, and if he does so.

- a) he will not retain any right on the particular residence allotted to him; and
- b) he shall not be entitled to another allotment during the remaining portion of the allotment year.
- c) An employee to whom a residence has been allotted shall give not less than 10 days (30 days in case of lease) notice in writing to the Estate Officer before vacating the residence. The allotment of the residence shall be deemed to be cancelled with effect from the day on which the letter is received by the Estate Officer.

#### **8. TRANSFER:**

- a) If the employee to whom a residence has been allotted is under orders of transfer from a station, he shall forthwith intimate the fact to the Estate Officer, and shall also inform him of the date on which he intends to vacate the residence at least 10 days before that date.
- b) An employee shall not be entitled to retain the residence for more than 2 months from the date of his transfer, and the allotment shall stand cancelled on the expiry of these two months or on the date of vacation of the residence, whichever is earlier.

- c) In case an employee is relieved on transfer with the direction to report for duty at his new station without availing of any joining time, notice period of 10 days stipulated at para 8(a) may be waived by the Estate Officer / Head of the Asset./ Basin / Institute
- d) Who are transferred to various places, will be allowed to retain the quarters at their previous places of postings for the current academic session on grounds of education of children if the normal period of two months allowed under Rule 5(6) of the Allotment of Residences Instructions, 1970 is not sufficient. All cases will be strictly dealt with in accordance with these instructions.
- e) An employee desiring to have residential accommodation for his family beyond the permissible period at his / her old station / region after his / her transfer to another region should make a request to the competent authority giving specific reasons. The competent authority may, on the merit of each case, decided to allot suitable accommodation to the employees which may not necessarily be the same as occupied prior to the transfer. Rent, as per rules, will be recoverable from the employee concerned for such accommodation. Residential telephone will generally not be allowed to be retained in such cases at the Corporation's cost.
- f) Employees will, however, have the option of keeping their families at any station in the country and claim House Rent Allowance applicable to that station. Those availing official residential accommodation for their families will not entitled to accommodation / HRA at another station.

## **9. DEATH OF ALLOTTEE:**

If the employee to whom a residence is allotted dies, the allotment shall be cancelled with effect from 4 months after the date of employee's death or with effect from any date after such death on which the residence is actually vacated, whichever is earlier.

## **10. RETIREMENT ETC:**

- a) If the employee to whom a residence is allotted retires from service, the allotment shall be cancelled with effect from four months after the date of his retirement and one month after the date of his resignation, dismissal or removal as the case may be or with effect from any date after such dismissal, removal or retirement on which the residence is actually vacated, whichever is earlier.
- b) When an employee is dismissed or removed from service or when his service have been terminated and the Head of the Asset./ Basin / Institute in respect of the office in which such employee 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 Estate Officer to cancel the allotment of residence made to such employee either forthwith or with effect from such date prior to the expiry

of the period of one month as he may specify and the Estate Officer shall act accordingly.

- c) It has also been decided that the Director concerned may approve of small numbers of earmarked houses to be taken out from the general pool for allotment to the Officers of following categories:-
  - i) Drilling.
  - ii) Production
  - vi) Mechanical Engineering.
  - vii) General Management /Administration.
- d) In so far as Mumbai Region is concerned, it has been decided by the Standing Committee that in addition the present special arrangements for allotment of houses shall be continue
- e) The cases of officers who have retained residential quarters in ONGC colonies after retirement and re-employment as consultants for a period over four months will be decided on merits of each case. All such cases will therefore, be referred to the Headquarters with necessary details and comments of the Head of the Asset. / Basin / Institute.

#### **11. SUBLETTING AND SHARING:**

- a) No employee shall share a residence allotted to him or any portion thereof or any of the out-houses, garage etc. thereto except with the Corporation's employees eligible for allotment of residence under these instructions, with the prior permission of the Estate Officer.
- b) Notwithstanding that the permission of the Estate Officer has been obtained for sharing a residence under these instructions, the allottee shall remain personally responsible for any rent payable in respect of the residence and for any damage caused to the premises or service beyond fair wear and tear.
- c) (i) No employee shall sublet the whole of his residence. (ii) If the period of stay of a casual guest with the allottee is likely to exceed 3 months, the latter shall apply within 2 months of the guest for permission for sharing the accommodation.

#### **12. ALLOTMENT COMMITTEE:**

An allotment Committee comprising not less than three and not more than eight members, may be constituted by the Head of the Asset./ Basin / Institute for deciding, inter-alia, the following types of cases :

- a) To make out of turn allotments to employees taken on foreign service in the Corporation in accordance with the term of deputation, if they otherwise happen to be very junior on the respective waiting list.

- b) To allot a residence temporarily for marriage of a member of a family of the allottee or for other social functions etc.
- c) Representations against the orders of the Estate Officer in cases other than those pertaining to subletting.
- d) Grant of out of turn change to another residence in the same class (vide instructions 6.A (ii)).

**NOTE:** The allotment Committee shall consist of officers of the concerned Region/ Asset. / Basin / Institute / work centres and a few representatives elected by the employees living in the colony from among themselves.

### **13. SPECIAL PROVISION FOR HEAD OF THE ASSET/BASIN/ INSTITUTE/OFFICES:**

1. The following categories of employees shall be entitled to 'out of turn' allotment of quarters in the ONGC colonies in the respective types to which they are entitled.
  - i) One Medical Officer in consultation with Medical Superintendent / Sr.Medical Officer
  - ii) One Security Officer in consultation with Chief of Security
  - iii) One Fireman / Fire Officer / Fire Supervisor in consultation with Chief of Security
  - iv) One Pump operator as decided by Head of Asset / Basin / Institute
  - v) One Electrician as decided by Head of Asset / Basin / Institute
  - vi) Any special cases on humanitarian ground
  - vii) Any other Officer / employee for operational reasons as may be decided by the Director of the Corporation concerned.
2. Officers / employees in category (ii) to (vi) above who are allotted accommodation out of turn shall be required to perform duty in the residential colony at any hour as assigned. The allottees shall cease to be eligible for colony accommodation immediately after his assignment / posting / transfer to some other area of work or office. In such circumstances, he shall have to vacate the quarter on a notice of one month maximum.

Orders for such out of turn allotment will be made by the Head of Region /Asset / Basin / Institute

No 'out of turn' allotment on grounds other than exigencies of work may be made unless the case is of extra ordinary nature.

#### 14. HOUSE RENT RECOVERY (HRR):

- a) The liability for HRR shall commence on the date of occupation of the residence or from 8<sup>th</sup> day of allotment of the residence, whichever is earlier. The HRR charged would be as a determined by the Corporation from time to time.
- b) **NORMAL RENT:** The HRR shall be charged as follows –

Type of quarter	Rate of Recovery (Rs. p.m.)	
	Within municipal limit	Outside municipal limit
A	130	85
B	320	200
C	450	300
D	675	450

Rate of HRR from employees of K.V., CISF, and Govt. Audit shall be as under for various types of quarters.

Type of quarter	Within municipal limit (Rs. Per Month)	Outside municipal limit (Rs. Per Month)
A	130	85
B	320	200
C	450	300
D	675	450

These rates are effective from 1.1.2000.

- c) Additional rent shall be levied for the maintenance of garden attached to a residence.  
Rent for any other services, other than the usual water supply, sanitary or electric installations and fittings will also be payable by the allottee. If an employee is allowed to use a 'Garage' not attached to the residence additional rent shall have to be paid by the employee.
- d) Besides the rent, the allottee shall be liable to pay charges for power, water, any service provided in the residence and taxes / charges levied by a local body not being in the nature of house or property tax, which are recoverable under the law from the tenants.

**NOTE:** Rates of rent and charges for power, water and other service are liable to revision from time to time.

- e) Till the date of cancellation, the original allotment subsists and rent should be charged at the same rate as was being paid by an employee before his transfer, death, dismissal, retirement, reversion etc. (vide instructions 5 above).
- f) After cancellation of the allotment, if the premises are not vacated, the occupation thereof shall be considered unauthorized and the ex-allottee shall be liable to pay liquidated damages for occupation of the premises @ twice of HRA drawn on last Basic plus 15% or as may be determined by the Corporation from time to time.
- g) An employee who, at his own request, is supplied with a residence owned or leased by the Corporation, of a class higher than that for which he is eligible. When a house of his class is available for him, should be charged the full standard rent fixed for the residence.
- h) At the time of transfer, retirement etc. the accounts of an employee shall not be settled until he produces a 'No Demand Certificate' from the Estate Officer, in the matter of rent and charges for the residence previously allotted to him.
- i) In order to regulate and adopt a uniform system for charging the rent from the retired employees, it has now been decided that as a good-will gesture, only the standard fixed rent shall be recovered from the retired employees intending to continue in ONGC's allotted / leased accommodation for the permissible period of four months from the date of their retirement / superannuation.

**NOTE:** Grant of a 'No Demand Certificate' can be considered only after the actual vacation of the residence.

#### **Penal Rent –**

- i) No extension for retention of accommodation beyond the permissible period and / or beyond the approved extension period should be granted except in extreme exigencies.
- ii) In case of non-vacation after expiry of permissible approved period the penal rent payable shall not be waived.
- iii) Besides penal rent and formal eviction / disciplinary proceedings, any other stern action as determined by the competent authority, shall be taken.

#### **Rate of penal rent –**

Rate of penal rent should not be less than the rate calculated twice the admissible House Rent Allowance Percentage at the respective location plus twice of 7.5 percentage.

Illustration – Assuming the admissible House Rent Allowance at a particular location is 30%, twice of which comes to 60% plus twice of 7.5 percentages comes to 15% making a total of 75%.

j. Employees provided with self leased/leased/colony accommodation are liable to House Rent Recovery (HRR) at prescribed monthly rates. As such when employee continues to occupy colony/leased/self leased accommodation during prescribed permissible period while being on EOL, HRR is required to be recovered. Since employees on long period of EOL do not get salary, monthly recovery of HRR through salary is not possible to be made. However, it may be ensured that deduction towards HRR for the period of EOL should be invariably be made from the salary of the month in which employee rejoins duty. All concerned are requested to comply with these instructions. (Issued vide Office Order no. 13(1)/11-CP, dated, 15<sup>th</sup> November, 2011)

**15. FURNITURES:**

- a) No furniture shall be provided at the residence in the colony of the Corporation as a general rule, but the same may be provided, if available, on a request of an employee on payment of rent fixed for each article ( or set of articles) of furniture.
- b) The employee to whom a residence has been allotted shall be required to sign an inventory of fixtures & fittings and readings of electricity, water and gas meters etc. when he occupies and vacates the residence.

**16. REPAIRS:**

The allottee, when required by the Estate Officer or his agent, shall allow the execution of white washing, annual maintenance or special repairs, if any, to the building.

**17. CLEANLINESS:**

- a) The allottee shall keep the exterior and the interior of the entire premises (including compound) and all additions thereto or therein, and the boundary wall and fences if any, and the soil, drains, pipes, sanitary and water supply fittings, electrical installations and fixtures etc. in good and tenable condition.
- b) The trees and shrubs in the site around a residence i.e. in the premises including the compound shall not be cut down or any branches chopped off, without prior permission in writing of the Estate Officer.
- c) The allottee shall, in general maintain the residence and premises in a clean condition to the satisfaction of Estate Officer and or his higher officers.

**18. DAMAGE TO A RESIDENCE:**

- a) The allottee shall not make any alterations in or additions to the premises, including temporary or permanent structures of any kind attached or



unattached to the residence without the prior permission in writing of the Estate Officer.

- b) The value of any damages caused to or in the residence or premises as a whole, including the compound, and any fittings / fixtures thereof, therein, thereon or affixed thereto, including trees, electric and other posts, etc., shall be recoverable from the allottee.
- c) The premises allotted shall be used only for residential purposes and not for any other purposes, except with the prior permission of the Estate Officer.
- d) No other place except the kitchen shall be used for cooking.
- e) If it is found that the electric energy / water meter fixed in a residence has been tampered with in any manner, power/water supply may be cut off pending enquiry and action will be taken against the allottee. The charges for reconnection shall be recovered from the allottee if the enquiry shows that the allottee has been guilty of tampering with the meter of supply. Residents will be liable to pay a penalty of Rs.1000/- in each case for any tampering of energy meters installed in the quarter.

## **19. CANCELLATION OF ALLOTMENT:**

- a) Without prejudice to the specific provisions made in these instructions, the order of allotment in favour of an employee may be cancelled by the Estate Officer in the event of misconduct, misuse of the premises or in the event of its being found that it was made erroneously or on the basis of incorrect facts or particulars supplied by the allottee in his application for allotment. The employee may be declared ineligible for a residence during a specified period not exceeding 3 years and not less than the remaining portion of the Allotment Year on the date of passing orders.
- b) An employee who occupied a residence unauthorized or continues to occupy a residence even after the cancellation of the allotment in his name shall be deemed to be guilty of misconduct and liable to disciplinary action besides the penalty mentioned at 19 (a) above and the recovery of penal rent or damages as the case may be.

(i) Provided that where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with the neighbors, the employee may be allotted another residence in the same class.

(ii) When action is taken by the Estate Officer to cancel the Allotment for violation of the provisions of instruction 11 in proved cases of unauthorized sub-letting a period of 2 months will be allowed to the allottee and any other person residing with him, to vacate the residence. Rent as prescribed in Section (f) of Instruction 14 shall be payable during this period.

## **20. EMPLOYEE UNDER SUSPENSION:**

- a) Entitlement as per Appendix –I of an employee under suspension shall be basic pay drawn by him on the first day of the allotment year in which he is suspended. In case the date of suspension coincides with the first day of the allotment year, the Basic Pay drawn immediately before that date shall be taken into account.

This provision applies only for the purpose of considering the type of accommodation to which the employee is entitled.

- b) If an employee under suspension is in occupation of a residence, further allotment of any other residence to him shall be suspended.
- c) If an employee under suspension is without accommodation and his turn for allotment comes during the period of suspension, allotment of accommodation will be made to him as if he had not been suspended.
- d) If an employee is reverted to a lower post during suspension, his entitlement to allotment of accommodation shall be determined on the basis of his 'Pay' in the lower post.

## **21. REDUCTIONS IN PAY:**

Reduction in Pay i.e. Basic affecting classification of employees should invariably be notified to the Estate Officer immediately. These employees should then be considered for allotment of the residence of the class to which they become entitled on the basis of reduced pay. This provision is applicable only to those employees who are not in occupation of any residence of the Corporation.

Provided that an employee already in occupation of residence whose pay have been reduced, shall be shifted to the first vacancy of the class of residence on the basis of his new entitlement, and till then he shall be charged rent on the basis of his reduced Pay.

## **22. APPEALS:**

The appeal against the order of the Estate Officer / Allotment Committee shall lie with the Head of the Asset. /Work Centre/ Basin / Institute through the Estate Officer within 7 days of the date of application of the allotment orders. An appeal to the Head of the Region may be made only after the appeal made to the Head of the Asset. / Basin / Institute has been turned down.

## **23. VALIDATION OF PREVIOUS ALLOTMENT:**

Any allotment of a residence specified in the schedule which is immediately subsisting before the commencement of these instructions, under the rules then in force shall be deemed to be an allotment duly made under these instructions notwithstanding that the employee to whom it has been allotted is not entitled to a residence of that class under these instructions.

## **24. INTERPRETATION:**

- i) If any question arises as to the interpretation of these instructions, the decision of the Chief of ER shall be final.
- ii) The Corporation may at its discretion relax any or all the instructions in the case of any employee or residence or class of employees or residences.

## **25. DELEGATION OF POWERS:**

The Corporation may delegate any of the powers or functions conferred upon it by these instructions to any officers under its control subject to such conditions as it may deem fit to impose.

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### **Amendments:**

The issue of occupancy of designated accommodation meant for use of Asset Manager / Basin Manager / Location head was discussed in 470<sup>th</sup> meeting of the Executive Committee held on 27.06.2015 held at New Delhi and 2<sup>nd</sup> and 3<sup>rd</sup> July at Mumbai.

During the above mentioned meeting, EC decided that the designated accommodation in all work centers for Asset Manager / Basin Manager / Location Head be occupied by the Asset Manager / Basin Manager / Location Head, either as family accommodation or as Bachelor accommodation, as per their requirement.

**(Issued vide office order (41/2015) No. ONGC/ER/CP/E&H/006 dated 31.07.2015)**

**Subject: Allotment of “B”, “C” and “D” type colony accommodation to non-entitled unionised category employees, E-2 and E-5 level executives respectively.**

As per instructions on allotment of residential accommodation, the entitlement of employees for various types of residential accommodation is given as under:

<b>Type of accommodation</b>	<b>Entitled Category</b>	<b>Date of entitlement (Priority date)</b>
A	Basic up to ` 15999/-	Date of joining ONGC
		Date of attaining basic of ` 16000/-

B	Non executives with basic ` 16000/- and above & E0-E2	(for non-executives) <b>OR</b> Date of appointment/ promotion to E0/E1 level
C	E3-E5	Date of promotion to E3
D	E6 and above	Date of promotion to E6

2) References are being received from different work centres requesting that “B” type accommodation may be allotted to non-entitled unionised category of employees (i.e. non-executives drawing Basic Pay upto ₹ 15999/-) and similarly “C” and “D” type accommodations may be allotted to E-2 and E-5 level executives respectively, as many quarters are lying vacant and there is no waiting list in that category for entitled employees.

3) The matter has been examined and Competent Authority has accorded approval for the following:

a) In addition to entitled category of employees, L-1 executives exercising administrative control over estate section may allot available “B”, “C” and “D” type colony accommodation to following category of employees.

(i) “B” type: Non-entitled unionised category of employees.

(ii) “C” type: E-2 level executives

(iii) “D” type: E-5 level executives.

b) Separate seniority list shall be drawn by inviting applications from all the eligible employees.

c) This relaxation in entitlement is subject to the following conditions.

(i) There is no waiting list for allotment of accommodation to the entitled category of executives.

(ii) House Rent Recovery (HRR) shall be made as per allotted accommodation.

(iii) It will also be ensured that at least 20% of such colony accommodation are available in each category for allotment to new appointees and transferees as per entitlement.

(iv) Efforts should also be made for effective utilisation of resultant vacant “A” type accommodation.

4) This shall be effective from the date of issue of this office order.

**(Issued vide office order No. DDN/CORP-ER/ESTT-POLICY/2019/POLICY/365828 dated 29.04.2019)**



**(N C Baliarsingh)**  
**General Manager (HR)**

**Sub: STANDARD OF RESIDENTIAL ACCOMMODATION**

<b><u>TYPE</u></b>	<b><u>PLINTH AREA SQ.FT</u></b>	<b><u>ENTITLEMENT</u></b>	
		<b>Executives</b>	<b>Non-Executives</b>
A	385	--	Basic pay upto Rs.6999/-
B	600	E-0 to E-2	Basic pay of Rs.7000/- & above
C	900	E-3 to E-5	
D	1500 Plus 200 (servant room and W.C.)	DGM & above	

**NOTE:**

- (a) The plinth areas indicated above are exclusive of staircase component.
- (b) Garages (215 sq.ft. each) may be provided on 100% basis for all officers drawing a salary of Rs.2001/- and above as well as for Heads of Departments. For the remaining officers entitled to type 'D' quarters garages may be provided on 50% basis.



## OIL AND NATURAL GAS CORPORATION LTD.

\_\_\_\_\_ Region/Basin

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### ALLOTMENT LETTER

**File Ref:**

**Date:**

**From :**

**To :**

Sir,

I am pleased to inform you that Quarter No. \_\_\_\_\_ Building No. \_\_\_\_\_  
'type' \_\_\_\_\_ at \_\_\_\_\_ is hereby allotted to you.

2. This allotment is subject to the following terms and conditions:-

- i) The premises shall be used only for residential purpose and not for any other purpose.
- ii) The premises will be kept in neat and tidy condition.
- iii) No addition or alternation will be made to the premises without prior permission of the Allotment Officer.
- iv) The premises will not be sub-let/shared except, without prior approval of the Allotment Officer.
- v) Allotment of ONGC quarter, if any, already in your occupation shall be deemed as cancelled with effect from the date of taking possession of this quarter now being allotted to you, and you will have to vacate the same- within 20 days from the date of allotment of this quarter (31 days for employees on offshore/ On-Off duty) failing which you will be charged penal rent in respect of any period for which you continue to occupy that quarter after the said date.

- vi) Rent will be charged at the rate prescribed under the "Allotment of Residences Instruction ". Liability for the rent will commence from the date of acceptance/ possession of the quarter.
- vii) Water and Electricity charges and dues of taxes will be paid by you, as per rules, in force from time to time.
- viii) While surrendering the quarter, you will be required to give 10 days clear notice, in writing, before vacating the same to the Allotment Officer.
- ix) The premises including fixtures and fittings/ capital items will be handed over by you in good condition at the time of vacating the same. Cost of damages, if any, will be recovered from you.
- x) On cancellation of your allotment, you will have to vacate the premises forthwith, otherwise you will be considered unauthorized occupant there of and apart from such other action as may be liable to pay penal rent. Rate of penal rent will not be less than twice the admissible House Rent Allowance percentage at the location plus twice of 7.5 %. Thus if the HRA at a particular location is 30 %, the rate of penal rent will be  $2(30+7.5) = 75$  % of basic pay.
- xi) This allotment will be automatically cancelled with effect from the four months from the date of your retirement from service, or any date after such retirement on which the premises are actually vacated by you, whichever is earlier. On you resignation or removal or dismissal from service the allotment will be cancelled with effect from one month after the date of your resignation or removal or dismissal from the service or the date by which the premises are actually vacated by you, whichever is earlier.

3. In case the allotment is acceptable to you, on the above terms & conditions, you may please convey your acceptance to the undersigned within 10 days (21 days in case of employees on offshore/ On-Off duty) i.e. by \_\_\_\_\_ failing which the quarter may be allotted to another employee on the priority list.

4. Please note non-acceptance of this allotment will render you ineligible for allotment of another quarter during the remaining period of the allotment year or for next six months, whichever is later.

5. This allotment is made on the basis of his/her application. The said allotment is liable for cancellation if facts stated in the application to secure allotment are found to be wrong.

6. Allottees are requested to take note of the following extracts of the Allotment of Residences Instruction":

**Para 11(a) &(c):**

"No employee shall share a residence allotted to him or any portion thereof or any of the outhouses, garages etc. thereto except with the Corporation's employees eligible for allotment of residence under these instructions, with the prior permission of the Allotment Officer."



No employee shall sublet the whole of his residence.

If the period of stay of a casual guest with the allottee is likely to exceed three months the latter shall apply within two months of the guest's arrival for permission for sharing the accommodation."

**Para 19 (a): Cancellation of allotment:**

"Without prejudice to the specific provisions made in these instructions, the order of allotment of an employee may be cancelled by the Allotment Officer in the event of misconduct, misuse of the premises, or in the event of its being found that it was made erroneously or on the basis of incorrect facts or particulars supplied by the allottee in his application for allotment. The employee may be declared ineligible for a residence for a period not exceeding 3 years and not less than the remaining portion of the allotment year on the date of passing orders."

Head-Estate / Allotment Officer

**C C:**

1. Head-HR/ ER – With the information that the allotment of this quarter has been incorporated in the occupancy/ vacancy position of the concerned colony.
2. President RWA/ RWC of concerned colony.

## APPLICATION FOR ALLOTMENT OF COLONY ACCOMMODATION

Org. Unit: \_\_\_\_\_ Location: \_\_\_\_\_

Date of Birth:   -   -     Category/: SC  ST  Gen

In case occupying ONGC Quarter:

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(Date of Possession)

Are you applying for entitled type of quarter & also for one level below entitlement: Yes ☐ No ☐

If yes, please indicate the entitlement date of both the categories in the table below:

Type	A	B	C	D
Entitlement Date (see instruction no.8)				

Choice of Colony (Indicate preferences, if applying for more than one colony):

Preference	Name of Colony	Type of Quarter
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		

The particulars given by me are true and correct to the best of my knowledge. I understand that any incorrect information given to secure allotment of house will lead to cancellation of allotment without prejudice to disciplinary action which may be initiated against me besides recovery of penal rent for unauthorised occupation of quarter in colony.

Date: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Verified the above data from the service book/ the documents provided by the transferee and corrected wherever found necessary.

Date: \_\_\_\_\_ (Signature and Seal of Establishment Officer)

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## INSTRUCTIONS AND OTHER CONDITIONS

1. The allotment year will commence on 15<sup>th</sup> June of the current year and will end on 14<sup>th</sup> June next year.
2. Last date of submission of application to the Establishment Section by local employees is 1<sup>st</sup> June. There will be no cut off date for transferees for submitting application. Incomplete and late applications are liable to be rejected.
3. Transferees shall have the option to apply for quarter in the ongoing current allotment year ending 14<sup>th</sup> June, in addition to applying for the next allotment year. In such case, separate applications are to be submitted.  
If transferees are applying from their previous place of posting, they will submit their application to the establishment of that station. Establishment after verifying the relevant data will send the application to the Head-Estate section of the station where the applicants have been transferred.
4. Acceptance of offer of allotment should be sent within 10 days (21 days for employees on offshore/ On-Off duty) from the date of issue of the allotment letter. If acceptance is not received by the stipulated date, allotment shall be automatically cancelled without any further correspondence and the same quarter will be allotted to the next eligible person. In such event the original allottee who did not convey acceptance, will not be eligible for any allotment during the remaining period of the allotment year or six months from the date of allotment, whichever is later.
5. Acceptance once given will not be changed during full allotment year or within six months from the date of allotment, whichever is later.
6. If the allotment is made to an employee who is already occupying another quarter he/ she should take possession of new quarter and vacate the old quarter within 20 days from the date of allotment (31 days for employees on offshore / On-Off duty), failing which penal rent will be charged for the quarter allotted earlier for the period of overstay in addition to standard rent for newly allotted quarter.
7. Employees who do not take possession of quarters within twenty days of allotment (for base employees) and thirty one days (for employees on Offshore/ On-Off duty), will be charged penal rent , if any for this period.
8. Entitlement of Quarters:

Type	A	B	C	D
Entitled Category	Basic up to Rs. 6999/-	Non executives with basic Rs. 7000/- and above & E0-E2	E3-E5	E6 and above
Date of entitlement (Priority date)	Date of joining ONGC	Date of attaining basic of Rs. 7000/- (for non executives) Or Date of appointment/ promotion to E0/E1	Date of promotion to E3	Date of promotion to E6

I, the undersigned, have taken over on\_\_\_\_\_ the possession of  
Quarter No. \_\_\_\_\_ Building no. \_\_\_\_\_ Type \_\_\_\_\_  
at\_\_\_\_\_ (name of the colony), allotted to me vide  
Allotment Order No.\_\_\_\_\_ dated \_\_\_\_\_ along  
with fittings and fixtures details of which are given in the handing over/ taking over  
possession slip (WEL-COL-03)

2. It is certified that I am not occupying any quarter allotted to me in ONGC colony  
either at my present place of posting or at the place of my earlier postings.

OR

I am occupying quarter no.\_\_\_\_\_ in ONGC colony  
at\_\_\_\_\_

(name of colony)

which I shall vacate and hand over to Estate Section by\_\_\_\_\_.

( date)

Date: \_\_\_\_\_ (SIGNATURE OF  
ALLOTTEE)

Place:

Contact Phone No.:

## QUARTER TAKING OVER/ HANDING OVER POSSESSION SLIP

I, the undersigned, have taken over/ handed over possession of quarter no. \_\_\_\_\_ in ONGC Colony at \_\_\_\_\_ (Name of the colony) on \_\_\_\_\_, along with fixtures and fittings/ capital items as indicated below:

S. No.	Description of items	Number	S. No.	Description of items	Number
1.	Lamp Shades		12.	T.V. Trolley	
2.	Ceiling Fans		13.	Wooden Table	
3.	Exhaust Fan		14.	Show Case	
4.	Geyser 1.3 Kw		15.	(Wooden)	
5.	Electric Buzzer		16.	Refrigerator	
6.	Tube Light			Air Conditioner	
7.	Kitchen Cabinet (Wooden)				
8.	Wardrobe (Steel Almirah) with mirror				
9.	Wooden Cupboard (Built In) in the kitchen				
10.	Wardrobe Steel Almirah without mirror				
11.	Wooden Cupboard (Separate Piece)				

All the glass panes are intact. The WC pan in the lavatory is intact.  
(The above list is indicative. Estate Sections may add more items in the list, if required for the quarters in their respective areas)

Electricity Meter Reading: \_\_\_\_\_. Last bill paid \_\_\_\_\_ (date/ month).

(Signature of allottee of Estate Head/ person vacating the quarter)

(Signature of Estate Representative)

Date: \_\_\_\_\_ (Signature of President/ Secretary of RWA/RWC)

Date: \_\_\_\_\_ (Signature of Estate In-charge at the Station)