

Allotment of Government Residence (R&D) Common Pool Rules-2014



**Defence Research & Development Organisation
Ministry of Defence, New Delhi-11 0 011**

ALLOTMENT OF GOVERNMENT RESIDENCE
(R&D COMMON POOL) RULES-2014

No. DCWE/O1/35326/325/D(R&D)
Govt of India, Ministry of Defence
Deptt of Defence Research & Development
New Delhi-11 0 011, 07 Feb 2014

To

The Director General Research & Development
Defence Research & Development Organization
Ministry of Defence, New Delhi-11 0 011

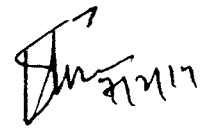
Subject: **Allotment of Government Residence (R&D) Common Pool Rules-2014**

Sir,

I am directed to convey the sanction of the President, to the adoption of the Rules as detailed in Appendix 'A' to this letter for the allotment of Government Residences (R&D Common Pool) Accommodation.

2. This supersedes the existing allotment Rules of R&D Common Pool Residential Accommodation.
3. This issues with the concurrence of Ministry of Defence Finance, DFA (R&D) vide their Dy No. 137 dt 07 Feb 2014

Yours faithfully



(SD Bhasor)

Under Secretary to the Govt of India

Copy to:-

The Controller General Defence Accounts, New Delhi

Controller of Defence Accounts (R&D)

Addl FA (R&D), DRDO HQ, New Delhi

IFA (R&D), DRDO HQ, New Delhi

DFA (W),

DFA (A)

DFA (AF)

Dte of Civil Works & Estates /RD-28

All CCEs (R&D)

All EMUs

Director of Works/ RD-28

All Directors Labs/Estts

Case File No. DCWE/01/35326/88/D(R&D)

Copy signed in ink forwarded to:-

Controllers of Defence Accounts as mentioned above.

ALLOTMENT OF GOVERNMENT RESIDENCE (R&D COMMON POOL) RULES-2014

**(Appendix 'A' to Ministry of Defence Letter No. DCWE/01/35326/88/D(R&D)
dated 07th February, 2014)**

1. Short title, application and commencement

- (a) These rules may be called the Allotment of Government Residence (Research and Development Common Pool) Rules, 2014.
- (b) They shall apply to all officers/employees/staff of the Defence Research and Development Organization (DRDO) serving in various Research and Development Establishments/Laboratories who are required to reside on duty at the stations where DRDO has constructed accommodation out of Defence Estimates.

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

- (a) **“Allotment”** means the grant of a licence to occupy R&D Common Pool Accommodation in accordance with the provisions of these rules.
- (b) **“Allotment Year”** means the year beginning on 01 January or such other period as may be notified by the President of India.
- (c) **“Common Pool”** means the residential accommodation/built/to be built for Scientists/Civilian Officers/employees/Staff and Service Officers/Personnel serving at various Research and Development (R&D) Establishments/Laboratories. Any such accommodation rendered surplus to the requirements of Research and Development Establishments/Laboratories may be allotted by the competent allotment authority based on recommendations by the Heads of R&D Establishments/Estate Management Committee, to the officers/employees and staff of support facilities located in the Research and Development Townships or to other Defence Central Govt Employees as a temporary measure.
- (d) **“Competent Allotment Authority”** means authority empowered to allot R&D Common Pool accommodation (Director Labs/Establishments or Estate Managers at Stations where Estate Management Unit exists).
- (e) **“Damages Rates”** for unauthorized occupation of DRDO accommodation will be Rs175/- per sq meter of living area per month for Type I to IV in respect of civilian employees and ORs quarters to Capt quarters and Rs. 255/- per sq meter of living area per month for Type V / Major to Brig quarters and above (including hostel) or damages rates as may be determined from time to time by the Government. In addition to this, garden charges and other charges as applicable will also be recovered.

- (f) "Employee" means civilians, service officers and other persons employed in Research and Development Establishments/Laboratories.
- (g) "Emoluments" means the emoluments as defined in F.R. 9(21) (a)(i) and any other authority or amendment issued from time to time.

Explanation: In the case of an officer/employee who is under suspension, the emoluments drawn by him on the first day of the allotment year in which (s)he is placed under suspension or, if (s)he is placed under suspension on the first day of the allotment year, the emoluments drawn by him immediately before that day shall be taken as emoluments.

- (j) "**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/employee.
- (k) "**Government**" means the Central Government
- (l) "**House**" in relation to an officer/employee or member of his/her 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.
- (m) "**Licence Fee**" means the sum of money payable monthly in accordance with the provisions of Fundamental Rules in respect of a residence allotted under these rules.
- (n) "**Local Municipality**" in relation to an officer/employee means the municipality within whose jurisdiction his/her office is located.
- (o) "**Municipality**" includes a municipal corporation, a municipal committee or board, a town area committee, a notified area committee, and a cantonment board.
- (p) "**Adjoining Municipality**" means any municipality contiguous to a local municipality.
- (q) (i) "**Priority Date of Residential Accommodation**" of a civilian employee in relation to a type of residence to which (s)he is eligible, means the earliest date from which (s)he has been continuously drawing emoluments relevant to a particular type or a higher type in a post under the Central Government and the date from which (s)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 Type IV accommodation.
- (ii) "**Priority Date of Hostel Accommodation**" - The R&D Hostel Pool accommodation has been built specially to attract young scientists to DRDO fold and therefore DRDS officers i.e. Scientists B & C will only be entitled to this accommodation. The priority date of scientists in relation to the hostel accommodation will be the earliest date of receipt of application of scientists for allotment of hostel pool accommodation. When more than one application is received on the same date, the service seniority will be taken as the basis for fixing the priority date.
- (iii) Priority date of service officers means the date of his/her posting to the tation. Priority date will, however, be antedated for the period specified in Govt of India, Ministry of Defence letters issued from time to time.

Provided that where the priority date of two or more employees is the same, seniority among them shall be determined by the emoluments, the employee in receipt of higher emoluments taking precedence over the employee 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/employee, the employee working in a post having higher scale of pay taking precedence over the officer/employee in receipt of lower scale of pay.

Provided that in the case of an employee on deputation to foreign service, on his/her reposting to R&D Establishment/Laboratory, the period of foreign service shall be included for the purpose of determination of his/her priority date;

Note - (i) The past service rendered by an employee shall be counted for the purpose of determining the date of priority even if the officer/employee has drawn terminal benefits like pension and gratuity. Periods of break in service if any, shall be deducted from the total of the past service for determination of date of priority. For the purpose of allotment of accommodation "Notional Pay" of the post in which an official is re-employed shall be taken into account.

- (ii) In 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 on the post in which an official is re-employed shall be taken into account.

Notional Pay is the pay fixed on re-employment before deducting the element of basic pension from the pay of the post. In case the element of basic pension is deducted while fixing the pay on re-employment, the basic pay drawn by the employee plus basic pension is taken in to account for the purpose of entitlement for Government accommodation.

- (r) "**Residence**" means any residence for the time being under the administrative control of the Competent Allotment Authority.
- (s) "**Special Licence Fee**" will be determined at the rate of double the standard licence fee under FR-45(B), or double the licence fee at flat rates under FR 45-A, whichever is higher, plus single departmental charges plus double the additional licence fee for additions and alterations, if any, plus other charges (Service charges, garden charges, charges for furniture, electrical appliances etc) under FR-45(B) including departmental charges.
- (t) "**Subletting**" includes sharing of accommodation by an allottee with another person with or without payment of licence fee by such other person. Sharing of accommodation by relatives or friends of allottee upto 30 days shall not be deemed as subletting.
- (u) "**Temporary Transfer**" means transfer which involves absence from the station for a period not exceeding four months.
- (v) "**Type**" means the type of residence to which an employee is eligible under

these rules.

3. Allotment to Husband and Wife Eligibility in Cases of Officers/ employees who are married to each other

- (a) No employee shall be allotted a residence under these rules if the wife or the husband, as the case may be, has already been allotted a residence, either from R&D Common Pool or any other pool, unless such residence is first 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) Whenever any case of allotment to a couple both from R&D Common Pool and any Pool comes to notice, the circumstances under which R&D Common Pool Accommodation was retained by the employee will be enquired into and suitable action taken, if there is evidence of unauthorized subletting or any other misuse of the R&D Pool Accommodation by such employee. The other Department concerned will also be requested to conduct similar enquires and to take appropriate action in respect of the accommodation belonging to their pool.
- (c) Wherever two employees in occupation of separate residences allotted under these rules marry each other, they shall send an intimation thereof immediately on marriage and shall within one month of the marriage surrender one of the residences.
- (d) If a residence is not surrendered as required by rule 3(c) the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of the said period and if the residences are of the same type the allotment of one of them as the Competent Allotment Authority may decide shall be deemed to have been cancelled on the expiry of the said period and the employee shall thereafter be considered as an unauthorized occupant thereof.
- (e) Where both husband and wife are employed at different stations under R&D Organization, the entitlement of each of them to the allotment of a residence under these rules shall be considered independently and rule 3(a) to (d) will not be applicable.
- (f) In case Estate Management Unit exists in a station, allotment of R&D (Common Pool) residential accommodation as well as R&D Hostel Pool Accommodation will be made by the Estate Manager. In case any Lab/Estt is located away from the other Labs/Estt in the same station and is having a separate residential colony, a separate seniority list for the Lab will be maintained by the Estate Manager for allotment of the accommodation. Wherever Estate Management Unit does not exist allotment will be made by the respective Head of R&D Establishment/Laboratory to its employees.
- (g) Handing/taking over of residential accommodation (all types) shall be done between BSO/EMU and employees. Wherever a Lab/Estt has a separate pool of residential accommodation and Director Lab/Estt is the allotting authority, handing/taking over of residential accommodation (all types) shall be carried out under Lab/Establishment arrangements to its employees.

4. Eligibility of Employees Owning Houses

- (a) An employee owning a house either in his/her own name or in the name of any member of his/her family at the place of his/her duty or in an adjoining municipality shall be eligible for Allotment of Government Residence on payment of licence fee for the Government accommodation allotted to him at such rate as may be determined from time to time by the Government.
- (b) When after a Govt residence has been allotted to an Officer/employee, (s)he or any member of his/her family becomes owner of a house at the place of his/her duty or in an adjoining municipality, such officer/employee shall notify the fact to the Estate Manager within a period of one month from the date the house is let out or occupied or the date of completion whichever is earlier.

Explanation – “Member of family” in relation to an officer/employee 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/employee.

5. Classification of Residence

- (a) Same as otherwise provided by these rules, an employee shall be eligible for allotment of a residence of the type shown below:-

CIVILIAN EMPLOYEES

Type of residence	Grade Pay/Basic Pay
Type - I	₹ 1,300, ₹ 1,400, ₹ 1,600, ₹ 1,650 and ₹ 1,800
Type - II	₹ 1,900, ₹ 2,000, ₹ 2,400 and ₹ 2,800
Type - III	₹ 4,200, ₹ 4,600 and ₹ 4,800
Type - IV	₹ 5,400 to ₹ 6,600
Type - V	₹ 7,600, ₹ 8,700 and ₹ 8,900
Type - VI	₹ 10,000 and above
Hostel Accommodation	₹ 5,400 and above

SERVICE PERSONNEL

<u>Category of Residence</u>	<u>The rank of the officer & PBOR for whom admissible</u>
Major to Brig Qtrs	Major to Brig and their equivalent in the Air Force and Navy
Capt Qtrs	Capt and their equivalents in the Air Force and Navy
JCO Qtrs	JCO and their equivalents in the Air Force and Navy
Hav Qtrs	Hav and their equivalents in the Air Force and Navy
OR Qtrs	OR and their equivalent in the Air Force and Navy

EXPLANATION - For the removal of doubt it is, hereby, clarified that,-

- (a) The eligibility of an officer/employee for Government accommodation shall be determined as per the Grade Pay of such officer/employee in his/her present post held in the Government of India,
- (b) The date of priority in respect of lower type accommodation, i.e. Type-I to Type-IV shall be the date of joining in the service of the Government of India,
- (c) The inter se seniority for the higher type accommodation shall be considered on the basis of following principles, namely:-
 - (i) Firstly, the Grade Pay of the officer.
 - (ii) Secondly, the priority date within the same Grade Pay. In this case, the priority-date shall be the date from which the applicant is continuously drawing his/her existing Grade Pay.
 - (iii) Where the priority date of two or more officers is the same, the inter se seniority of the officers shall be determined on the basis of the basic pay, i.e., the officer who has a higher pay shall be senior in the waiting list.
 - (iv) Where the priority date and the basic pay of two or more officers are the same, the earlier date of joining in the service of the Government of India shall be the next determining principle of inter se seniority.
 - (v) Where the priority date, basic pay and date of joining in the service of the Government of India of two or more officers are the same, the officer retiring earlier may be accorded higher priority over the officer retiring later.
- (d) Officers 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 accommodation.

6. Application for Allotment

- (a) An employee, who seeks allotment of a residence or the continuation of allotment of a residence, which has already been allotted to him/her, may apply within a month of his/her arrival, to the Competent Allotment Authority i.e. Head of the Office/Establishment/Laboratory/Estate Manager where posted, as the case may be, on the form and the manner and date as may be prescribed. Employees seeking deferment due to valid reasons should mention the period of such deferment in their application.
- (b) In the case of applications from employees coming to a station on permanent posting otherwise than in pursuance of the provisions under rule 6(a) received up to the last day of a calendar month shall be considered for allotment in the succeeding month.
- (c) Allottee and non-allottee employees shall separately apply in the application forms prescribed vide Annexure-I to these Rules, clearly mentioning on the top whether for allottee or non-allottee. Application form for service personnel is attached at Annexure-II.
- (d) Only employees entitled to Type-V and above will be eligible for next lower

type on the basis of their priority date for that type of accommodation. All such employees who desire to be considered for next lower class shall submit their applications in duplicate, failing which they will be considered for entitled type only.

- (e) Waiting lists relating to allotment of residential accommodation from the R&D Pool will be issued by the Competent Allotting Authority every month on the 25th of the month preceding that to which the lists pertain. If any of the employees whose name appears in those lists does not wish to be considered for allotment of accommodation during the month concerned, (s)he will be required to intimate his/her option to the Competent Allotment Authority before the first of the month to which the lists pertain. Request for postponement of allotment of accommodation received after the prescribed date will not be entertained and the employee will have to pay the rent and all other charges for the residence, whether it is occupied by him/her or not. The employees who are already allottees of the accommodation from R&D Pool and whose names appear in those lists for allotment of higher Type of accommodation cannot seek deferment of allotment. They can, however, be allowed to retain the present residence even after declining the allotment of their appropriate or next below type. The concession to seek deferment of allotment will also not be available to those who are allotted out of turn residence excepting where such deferments are solicited on medical grounds and the applications are accompanied by a medical certificate of the competent medical officer.

Note 1: Government employees posted to R&D Establishments at Delhi / New Delhi, Mumbai and Kolkata are entitled to General Pool Accommodation under control of Directorate of Estates, Ministry of Urban Development, Govt of India. As such DRDO employees serving / posted at these stations are required to apply for accommodation from General Pool. A copy of the application will also be submitted / endorsed to local EMU / Allotment Authority. As and when accommodation is allotted from General Pool, DRDO employees have to move there and vacate transit facility / accommodation of DRDO Pool, if in their possession. It shall apply from the date of publication of this order / rule.

Note 2: Govt employees who are eligible for R&D Common Pool Accommodation, HRA should be made admissible only if they have applied for allotment of accommodation in accordance with the prescribed procedure if any, but have not been allotted the same. If they do not submit application for allotment of accommodation or those after submitting such application refuse to accept the accommodation offered / allotted or those who after having accepted such accommodation surrender the same, may not be paid HRA without obtaining "No Accommodation Certificate" from the Competent Allotment Authority. Cases already dealt with will not be re-opened.

7. Allotment of Residence and Offers

- (a) Same as otherwise provided in these rules, a residence falling vacant, will be allotted by the Competent Allotment Authority preferably to an applicant desiring a change of accommodation in that type, as provided in Rules and if not required for that purpose, to an applicant having the earliest priority date for that type of residence as per **Annexure-III** subject to the following conditions:-

- (i) Competent Allotment Authority shall normally not allot a residence of a type higher than that to which the applicant is eligible under these rules.
 - (ii) Competent Allotment Authority shall not compel any employee to accept a residence of a lower type than that to which (s)he is eligible under these rules.
 - (iii) Competent Allotment Authority on request from an applicant for allotment of a lower category residence, may allot to him a residence next below the type for which the employee is eligible (Type-V and above) on the basis of his/her priority date for the same.
- (b) The Competent Allotment Authority shall normally reserve one residence each for the Head of the R&D Establishment/Laboratory concerned. If, however, in the opinion of the Competent Allotment Authority such reservation is not required on local conditions or any other reasons, the residence will be allotted in the normal manner to one of the employees entitled to that type of residence with reference to their dates of priority.
- (c) Where a residence has been reserved for the appointment of Head of R&D Establishment/Laboratory specifically held by a service officer, and where this appointment is held by a civilian officer/employee who is not entitled to rent free quarter its allotment will be governed by the policy laid down by the Govt from time to time.
- (d) Where a residence has been constructed or earmarked for specific appointment held by an employee who is not entitled to rent free residence, will be allotted to the incumbent holding that appointment. In such cases, the allottee shall be liable for the payment of the rent of that residence and other charges, if any, whether (s)he occupies the same or not. In case, the present incumbent is unwilling, appointment house may be allotted to an eligible officer/employee as per priority list on condition that same be vacated whenever required at the time of change of incumbency. So long as the accommodation is occupied, employee holding specific appointment for which appointment house has been constructed, will not be charged 'Licence Fee' for not occupying the appointment house.
- (e) Where residential accommodation have been earmarked / constructed for Heads of R&D Establishments/Laboratories and some of the Heads of R&D Establishments/Laboratories are staying under their own arrangements, the accommodation should be allotted to other willing Heads of R&D Establishments/Laboratories as per inter-se-seniority. However, if such accommodations still remain vacant, the same may be offered for allotment to the senior most individuals as per seniority list subject to their being eligible for such type of accommodation on condition that the same be vacated whenever required for allotment to the Heads of R&D Establishments/Laboratories. Before being asked to vacate the accommodation, the individual will be allotted accommodation of entitled type or one type below.
- (f) The Competent Allotment Authority may cancel the existing allotment of an employee and allot him an alternative residence of the type to which (s)he is entitled or in emergent circumstances an alternative residence of the type next below the entitled type if the residence in occupation of the employees is

required to be vacated.

- (g) A vacant residence may, in addition to allotment to an employee under sub rule 7(a) above, be offered simultaneously to other eligible employees in order of their priority dates.
- (h) When a residence is vacant and there is no employee of the appropriate grade/ pay range to whom the residence could be allotted, the Competent Allotment Authority may allot the residence to an employee of the lower grade/pay range.
- (i) An employee allotted a residence under (h) above will not be asked to vacate it subsequently without providing him with alternative accommodation of the appropriate type, but if a residence of appropriate type is allotted to him, (s)he shall vacate the earlier allotted residence failing which (s)he shall be charged rent at damages rates on his/her refusal to vacate or non-vacation of the higher type of residence.
- (j) However, before a higher type residence could be allotted to an employee of lower grade/pay range of an Establishment, it will be ascertained by the Competent Allotment Authority whether at stations where residential accommodation has been constructed for more than one R&D Establishment, employees of other Establishments entitled to higher types of residences are desirous of being considered for allotment of such residence. If they are, the allotment shall first be made to them.
- (k) In the event of upgrading of residences subsequent to allotment, employees who do not become entitled to retain the upgraded residences presently in their occupation, and were ordinarily required to shift to their appropriate class of accommodation, may not be compulsorily shifted nor any penal licence fee charged from them for the continued retention of their existing residences. For so long as their valid allotment subsists, such officers/employees will continue to be charged normal licence fee as laid down by the Govt from time to time.
- (l)
 - (i) When an employee who has been allotted accommodation from R&D Common Pool retires or dies while in service, his/her son, daughter, wife, husband, father or mother as the case may be, will be allotted entitled accommodation from R&D Common Pool on out of turn basis provided that the said relation is eligible for allotment of residential accommodation from R&D Common Pool.
 - (ii) The residence may be regularized in the name of relation if (s)he is eligible for a residence of that type or a higher type.
 - (iii) Provision contained in rule 7(l) (i) & (ii) above will be applicable on fulfillment of prescribed conditions.

Note : Department of Def R&D may consider allotment of Govt Residences (R&D) Common Pool Accommodation to the following categories of appointees subject to availability (if waiting list is nil):-

- (a) Consultants if their engagement period is not less than three years.
- (b) Chair persons subject to forfeiting HRA if provisioned in their terms and conditions of appointment.

- (c) Officers and staff posted / working with DRDO Societies.
- (m) Allotment of R&D Hostel Pool Accommodation
 - (i) 50% of the Hostel Accommodation shall be allotted to Scientists 'B' / equivalent DRDS officers.
 - (ii) 50% of the quarters referred to in the preceding sub para 7(m) (i) shall be allotted to married Scientists 'B'/equivalent DRDS officers and the remaining 50% shall be allotted to bachelor Scientists 'B'/equivalent DRDS officers two of whom shall share the hostel accommodation.
 - (iii) 50% of the total accommodation shall be allotted to Scientists 'C' / equivalent DRDS officers.
 - (iv) In case of allotment to Scientists 'B' / equivalent DRDS officers, the maximum period of allotment shall not exceed five years while the maximum period in respect of Scientists 'C' / equivalent DRDS officers shall not exceed three years.

Retirement

When an employee in occupation of R&D (Common Pool) residential accommodation retires from service, his/her son, daughter-in-law or spouse may be allotted R&D (Pool) residential quarter on payment of normal licence fee, if the proposed allottee satisfies the following conditions:-

- (aa) Should apply to the Competent Authority in the prescribed form along with an affidavit as given in Annexure-IV from the retired Government servant within two months from the date of retirement.
- (ab) Should have been residing with the retiring employee continuously for the last three years or more immediately preceding the date of retirement and should not have drawn HRA for that period if employed in the same station and residing with the retiring employee in the same Government accommodation.
- (ac) If appointed or transferred to the station within three years, the date on which so appointed or transferred will be the crucial date for enforcing condition (ab) above.
- (ad) Concession not available if dependant secured employment after the date of retirement of the employee but during the period of re-employment.
- (ae) The retiring employee or any member of his/her family should not own a house in the place of posting of the dependant.

The dependant will be allotted the accommodation to which (s)he is entitled. The emoluments drawn by the dependent on the crucial date/cut-off date will be taken into account for determining the entitled type of accommodation.

This concession would not be available to an eligible dependant, if any other dependent (member of the family) is already in occupation of Government accommodation.

Death

When a Government servant in occupation of Government residence dies while in service, his/her eligible dependant may be allotted Government accommodation on payment of normal licence fee on the following conditions:-

- (aa) The dependant employee should have resided with the deceased officer/employee for at least six months prior to date of death.
- (ab) If the eligible dependant is not employed at the time of death, he/she should get an employment in an eligible office within a period of two years from the date of death and the accommodation in occupation is not vacated.
- (ac) The dependant will be allotted the accommodation to which (s)he is entitled.
- (ad) All outstanding dues pertaining to the premises occupied by the deceased employee should have been completely cleared.
- (ae) Application for allotment may be submitted within a period of two months from the date of death of the allottee or date of appointment in Government service, whichever is later.
- (af) The concession is not admissible if the deceased employee or the dependant owns a house/plot at the place of posting.
- (m) The allotment of residential accommodation to an employee under suspension would be made as if the suspension has not taken place.

8. Maintenance of Separate Pool for Certain Categories of Employees

- (a) Notwithstanding anything contained in these Rules, the following pools shall be maintained viz:
 - (i) SC/ST Employees Pool : Type-I & II 10%
Type-III & Type-IV 5%
 - (ii) Medical grounds and physically handicapped : 5%
 - (iii) Lady Officers Pool : Number and type of residence to be placed in the Pool shall be determined by Secretary, Department of Defence R&D.

Note :

- (i) Secretary, Department of Defence R&D has approved 5% accommodation towards lady officers' pool for residential accommodation. 5% of Hostel Pool accommodation for lady scientists (Scientists 'B' and Scientists 'C') shall also be reserved.
- (ii) In case of non-availability of lady officers against reserved pool, R&D Common Pool accommodation will be de-reserved for allotment to eligible officers/Scientists in general pool.

Explanation

- (a) (i) The lady officers shall be entitled for allotment of accommodation in the entitled type from the "Ladies Pool". They, however, are also eligible for allotment of accommodation from R&D Common Pool on maturity of their

turn. Unless their turn is covered in R&D Common Pool waiting list, change of accommodation to lady officers is allowed only against the ladies pool.

- (ii) "Married Lady Officer" means a lady officer whose marriage is subsisting and who is not judicially separated from her husband.
 - (iii) Single lady officer means lady officer who is not a married lady officer.
 - (iv) In the "Lady Officers Pool", inter-se-seniority of officers eligible for the allotment of residence, shall be determined on the basis of priority date on which officer became eligible for the type of residence in that Pool.
 - (v) The allotment of ladies pool accommodation may be made to the lady officers in the ratio of 1:1 for married and single lady officers.
 - (vi) Widow with or without children is to be treated as a single lady officer for the purpose of allotment of residential accommodation from "Lady Officer Pool".
- (b) Accommodation available in the quota reserved for the purpose would be allotted in the ratio of 2:1 to SC/ST employees, respectively. In case, however, there is no scheduled tribe employee available, the quota reserved would be allotted to scheduled caste employees. However, if both scheduled caste and scheduled tribe employees are not available, quota reserved will be brought in general pool for allotment.
- (c) Scheduled Caste/Scheduled Tribe employees who are already in occupation of lower type of R&D Pool Accommodation shall also be entitled to be considered for allotment of higher type accommodation from the reserved quota.
- (d) (i) Roster for reservation of accommodation for SC/ST employees be maintained as per Govt orders issued from time to time.
- (ii) In addition to the reservation according to the roster scheduled caste/scheduled tribe employees are also to be considered for allotment in their turn along with general employees.
- (e) The allotment on medical grounds shall be made in the case of Government servants and their spouses, dependent children and dependent parent suffering from any of the following diseases :
- (i) Tuberculosis : Pulmonary tuberculosis (Serious cases only)
 - (ii) Cancer Cases : Malignant neoplasm
 - (iii) Heart ailments : Of an exceptionally serious nature and in need of urgent treatment.
 - (iv) Disabled persons :
- (aa) **Blind** – those who suffer from either of following conditions:-
 - (1) Total absence of sight.
 - (2) Visual Acuity not exceeding 6/90 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.

- (bb) **Deaf**—Those having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.
- (cc) **Orthopaedically handicapped**—To the extent of 40% and above disability.
- (dd) **Mentally handicapped** / spastic dependants.

(f) Out of Turn / Discretionary Allotment

Government may consider out of turn/discretionary allotment in relaxation of rules on medical grounds only if the Government servants, their spouses, dependant children & dependant parents are suffering from any of the disease at rule 8(e) above. The allotment may be made within the overall ceiling of 5% of vacancies in respect of each type of houses occurring in a year through a Committee of Officers constituted as under:-

Chief Controller (R&D)	-	Chairman
CCE (R&D) Estates or his rep	-	Member
Medical Expert (from INMAS/Govt. Hospital)	-	Member
One officer of equivalent grade of Sc 'F' from concerned Lab/Estt	-	Member
Estate Manager	-	Member Secretary

(The committee may co-opt a specialist as Medical Expert in the relevant discipline/ field on the advise of CCE (R&D) Estates)

Procedure / guidelines to be followed:

- (i) The Committee shall meet at least once in three months to consider all applications received through proper channel. All applications shall have to be specifically recommended by the Heads of the Labs / Estts.
- (ii) The Committee will consider discretionary allotments in the next below type of the entitlement of the official concerned.
- (iii) The Committee, while recommending allotment to the Secretary Department of Defence R&D, shall make a speaking recommendation in each case giving specific reasons for discretionary / out of turn allotment.
- (iv) The Committee may also consider and recommend for allotment of residential accommodation to any other case of serving Government officials, not falling under any of the categories mentioned above on extreme compassionate grounds.
- (v) Ceiling of discretionary allotment shall be restricted to 5% of the total number of vacancies occurring in each type of houses in a year.

Note 1: The list of diseases, on the basis of which discretionary allotment may be considered as above, is not an exhaustive one. The Committee may consider any other life threatening diseases or other serious disabilities causing permanent

impairment, for this purpose.

Note 2: In cases where disability of dependent parents is the sole ground for asking for discretionary allotment, the Committee should consider the facts and circumstances along with merits of each case carefully, before making the recommendations.

Note 3: The recommendations of the Committee for out of turn / discretionary allotment will be processed by the Member Secretary through Dte of Civil Works & Estates to the Secretary, Deptt of Def R&D for approval.

9. **Non-Acceptance of Allotment or Offer or Failure to Occupy the Allotted Residence after Acceptance**

- (a) If any employee fails to accept the allotment of a residence within five days of its receipt or fails to take possession of that residence after acceptance within eight days from the date of receipt of the letter of allotment, (s) he shall not be eligible for another allotment for a period of one year from the date of the allotment letter and the allottee may be informed as per **Annexure-V** to these rules. The application is required to be made afresh after the said period is over for consideration of allotment of accommodation.
- (b) If an employee occupying a lower type residence is allotted or offered a residence of the type for which (s) he is eligible or for which (s) he has applied, (s) 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:
 - (i) That such an employee shall not be eligible for another allotment for the remaining period of the allotment year in which (s) he has declined the allotment or offer;
 - (ii) While retaining the existing residence, (s) he shall be charged the same licence fee which (s) he would have had to pay under FR-45A in respect of the residence so allotted or offered or the licence fee payable in respect of the residence already in his/her occupation, whichever is higher.

Note 1: An employee will be allowed 10 days to move into the accommodation of his/her entitlement. As such, (s) he should intimate his/her refusal within 10 days of allotment. In case the employee does not intimate his/her refusal or move to the accommodation of appropriate class but continues to occupy the out-of-type accommodation, (s) he will be charged licence fee on the above basis from the date of letter of allotment of the appropriate accommodation.

Note 2: An employee who is residing in an entitled class of accommodation and vacates voluntarily may be debarred from applying for the same class of accommodation for a period of one year.

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

In cases, where officers/employees in occupation of lower type of accommodation on request for allotment of their entitled type of accommodation after the allotment of their entitled type of accommodation has been made, they may 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 6 months.

Note 4: Ordinarily, there should be no case for reconsideration for allotment, if an offer of allotment previously sent is not responded to within the time prescribed in the allotment rules / offer of allotment.

Nevertheless, if there are reasons to believe that inspite of all the precautions taken by the officer/employee to receive & respond the offer allotment letter did not really reach him/her or the person authorized by him/her to receive the same, such cases may be considered only after obtaining the approval of Estate Management Committee.

10. **Period for which Allotment Subsists and the Concessional Period for Further Retention**

- (a) An allotment shall be effective from the date on which it is accepted by the employee as per **Annexure-VI** and shall continue in force until:
- (i) The expiry of the concessional period permissible under rule 10(b) after the employee ceases to be on duty in an eligible office of R&D for any reason whatsoever;
 - (ii) It is cancelled by the Competent Allotment Authority or is deemed to have been cancelled under any provisos in these rules;
 - (iii) It is surrendered by the employee or
 - (iv) The employee ceases to occupy the residence.
- (b) A residence allotted to an employee may, subject to sub rule hereafter, be retained on the happening of any of the events specified in column(2) of the table below for the period specified in the corresponding entry in column (3) thereof, provided that the residence is required for the bonafide use of the employee or members of his/her family.

S.No.	Events	Permissible period for retention of the residence
1	2	3
I	Resignation dismissal or removal from service, termination of service or unauthorized absence without permission.	1 month

II	Retirement or terminal leave	(a) In cases of accommodation allotted prior to 01.07.2013 : 2 months on normal licence fee, another 2 months on double of the normal licence fee, further 2 months on four times of the normal licence fee and subsequent 2 months on six times of the normal licence fee. (b) In cases of accommodation allotted on or after 01.07.2013 : 2 months on normal licence fee, another 2 months on double of the normal licence fee and further 2 months on four times of the normal licence fee. *
III	Death of the allottee	**12 months
IV	Transfer to a place outside the station of R&D Establishments/ Laboratories provided Govt accommodation is not available at the new duty station and non availability certificate is provided within 45 days from the date of transfer.	*** 2 months
V	Transfer to any place in NE, Sikkim A&N Islands, Lakshadweep and J&K	Period of posting (The employee must apply as per form prescribed vide Annexure-VII to these rules for retention and furnish a certificate stating that his dependant family members are actually residing at the Govt accommodation twice every year and also at the time of seeking retention).
VI	Transfer to an ineligible office	2 months
VII	On proceeding on foreign service in India	2 months
VIII	Temporary transfer in India or transfer to a place outside India.	4 months
IX	Leave (other than leave preparatory to retirement, medical leave, maternity leave or study leave).	For the period of leave but not exceeding 4 months.
X	Maternity leave	For the period of maternity leave plus leave granted in continuation subject to a maximum of 5 months.
XI	Leave preparatory to retirement:	For the full period of leave on full average pay subject to a maximum of 180 days in the case of leave preparatory to retirement inclusive of the period permissible in the case of retirement.
XII	Deputation outside India	For the period of deputation but not exceeding 6 months.

XIII	Study Leave in or outside India	(a) In case the officer is in occupation of accommodation below his entitlement, for the entire period of study leave (b) In case the officer is in occupation of his entitled type accommodation, for the period of study leave but not exceeding 6 months provided that where the study leave extends beyond 6 months, he may be allotted alternative accommodation, one type below his entitlement before the expiry of 6 months
XIV	Leave on medical grounds	Full period of leave
XV	On proceeding on training	For duration of such training

* 1. Retention of 8/6 months, as the case may be, shall be admissible to the allottees, who retire on or after 23.4.2013, automatically at one go without any request or production of certificate by the allottees. The allotment of the R&D Common Pool Accommodation occupied by the retiring allottees shall be cancelled by the Competent Allotment Authority after allowing a retention of 8/6 months, as the case may be. The allottees, however, shall have an option to vacate the accommodation anytime during the retention period.

2. The retiring allottees shall request their Paying authority to deduct the licence fee in respect of the accommodation occupied by them for the period they want to retain the same from their last pay bill and to remit the same to the concerned authority.

** In case of death of an employee, retention of Govt accommodation is 12 months on payment of normal licence fee. Further, retention of 12 months will also be permissible on payment of normal licence fee subject to;

- (i) Deceased employee or his/her dependants does not own a house at the place of posting.
- (ii) The family of the allottee shall be required to apply for such retention.
- (iii) Licence fee is to be paid in advance.

*** Allotment is cancelled after allowing two months' concessional period on payment of normal licence fee in the event of transfer to other station. The allottee may be allowed further retention for a period of six months on medical grounds on payment of twice the normal licence fee. For such retention, the allottee has to apply before the expiry of initial concessional period of two months duly supported by medical documents.

Explanation: The period permissible on transfer mentioned against items (IV), (V), (VI), (VII) & (VIII) shall count from the date of relinquishing charge plus the period of leave if any, sanctioned to and availed of by the employee before joining duty at the new office.

- (c) (i) Where a residence is retained under rule 10(b), the allotment shall be deemed to be automatically cancelled on the expiry of the admissible concessional periods unless immediately on the expiry thereof

the employee resumes duty in the R&D Establishment/Laboratory at the station.

- (ii) Whereas when officers are posted to Headquarters, Defence Research & Development Organization (DRDO) from R&D Laboratories/ Establishments for specific assignment/duty they may retain accommodation at last duty station on extreme compassionate grounds during their fixed tenure of posting of a maximum period of three years. Such officers may be allotted Hostel accommodation / Transit facilities at Delhi and shall pay normal licence fee and other allied charges for the accommodation retained at last duty station and accommodation allotted at Delhi. Officers staying under their own arrangement and claiming HRA in lieu of Government accommodation at last duty station may continue to claim HRA for the duration of their tenure posting at Delhi. These officers will be entitled to TA/DA for self only and shall be allowed to carry personal effects upto 1/3 of their entitlement at Govt cost while joining the new appointment at Defence Research & Development Organization (DRDO) Headquarters (HQ). Other entitlements shall be availed as per existing rules/orders.
- (d) An employee who has retained the residence by virtue of the concessions under item (I) or Item (II) of the Table above shall on re-employment in an eligible office under R&D Organization within the period specified in the said Table, be entitled to retain that residence and (s)he shall also be eligible for any further allotment of residence under these rules.

Provided that if the emoluments of the said employee on such employment do not entitle him to the type of residence occupied by him/her, (s)he shall be allotted a lower type of residence.

- (e) An employee going on study leave in India or abroad or on training who had vacated the accommodation allotted to him shall be allotted on his/her return, a residence, in the next vacancy, of the same type as the one previously occupied by him. If the employee concerned had been occupying a garage prior to his/her departure for study leave / training shall be allotted a garage also on his/her return and if none is immediately available the next vacancy shall be allotted to him.
- (f) Where an employee is on medical leave without pay & allowances (s)he may retain his/her residence by virtue of the concession under item (XIV) of the table below rule 10(b), provided (s)he remits the licence fee for such residence in cash every month and where (s)he fails to remit such licence fee for more than two months, the allotment shall stand cancelled.

Note 1- In special cases, except in case of death and retirement or terminal leave, retention may be granted by the competent allotment authority for a period not exceeding six months beyond the period permitted under Rule 10(b) on payment of the flat rate of licence fee or twice the licence fee he was paying whichever is higher.

Note 2 - Provisos under Rule 10 are applicable to civilian employees only.

11. Provisos Relating to Licence Fee

- (a) When an allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of occupation or the eighth day from the date of receipt of the letter of allotment, whichever is earlier.
- (b) An employee who, after acceptance, fails to take possession of the accommodation within eight days from the date of receipt of the allotment letter, shall be charged licence fee from such date upto a period of one month or upto the date of re-allotment of that particular accommodation whichever is earlier. He shall also not be entitled to HRA for the duration licence fee is charged from him/her.
- (c) Where an employee, who is in occupation of a residence is allotted another residence and (s)he occupies new residence, the allotment of the 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 former residence is not vacated within 15 days as aforesaid, that officer/employee will be liable to pay damages for use and occupation of said residence, furniture & garden charges as may be determined by Govt from time to time with effect from sixteenth day from the date of occupation of the new residence.

- (d) The date of receipt of letter of allotment shall be the date of the letter of allotment plus the time normally taken for receipt of letter by post.
- (e) Amount of licence fee chargeable to an individual will be governed by the instructions issued by Govt of India from time to time.

12. Personal Liability of the Employee for Payment of Licence Fee till the Residence is vacated and Furnishing of Surety by Temporary Employees

The employee to whom a residence has been allotted shall be personally liable for the payment of the licence fee thereof and for any damage beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings or services provided therein by Government during the period for which the residence has been and remains allotted to him or where the allotment has been cancelled under any of the provisions in these rules, until the residence along with the out houses appurtenant thereto have been vacated and full vacant possession thereof has been restored to Government. The procedure for recovery of such fees will be governed by the policy letters issued by the Govt from time to time.

13. Surrender of an Allotment and Period of Notice

- (i) An employee may at any time surrender the residence allotted to him/her by giving intimation in writing (Regd. A.D) so as to reach the Competent Allotment Authority at least ten days before the date of his/her vacation of the residence.

The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Competent Allotment Authority or the date specified in the letter, whichever is later, if (s)he fails to give due notice (s)he shall be responsible for payment of licence fee for ten days or the number of days by which the said notice falls short of ten days, provided that the Competent Allotment Authority may in his/her sole discretion accept a notice for a shorter period under special circumstances.

- (ii) An employee who surrenders the residence under rule 13(i) above, shall not be considered again for allotment of R&D Pool accommodation at the same station for a period of one year from the date of such surrender.

14. Change of residence

- (a) An employee 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 (s)he is entitled, whichever is lower. However, employees residing in the accommodation of the type higher than their entitled type will be allowed changes only to their entitled type of accommodation and not in the type of accommodation occupied by them. Not more than one change shall be allowed in respect of one type of residence allotted to the employee during his/her tenure at one station.
- (b) All applications for change of residence shall be made in the form prescribed at **Annexure VIII** to these rules. All applications received upto the last day of a calendar month shall be included in the waiting list in the succeeding month. After acceptance by the Competent Authority, the names of the applicants shall be included in the waiting list and the inter-se-seniority of the applicant so included shall be determined on first come first served basis in the case of employees seeking change of accommodation of Type I to Type-IV. However, inter-se seniority / position in the waiting list of employees seeking change of accommodation for Type V and above including hostel accommodation shall be based on the date of priority.
- (c) Changes shall be offered in the order of seniority determined in accordance with rule 14(b) above and having regard to the employee's preferences 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.

- (d) No modifications in the applications already submitted shall be admissible. The employees desiring to do so will have to apply afresh whereby, their earlier application will be treated as cancelled. The employees seniority for change will be on the basis of fresh applications and not on the basis of the earlier ones.
- (e) If an employee fails to accept a change of residence offered to him/her within five days of the issue of such offer or allotment; (s)he shall not be considered again for a change of residence of that type.
- (f) An employee who, after accepting a change of residence fails to take possession of the same, shall be charged licence fee for such residence in accordance with

the provisions of rule 11 above in addition to the normal licence fee under FR-45-A for the residence already in his/her possession, the allotment of which shall continue to subsist.

- (g) **Allotment to employees proceeding on tour or leave and deferments:** No deferments will be admissible and as such employees proceeding on tour or leave must make their own arrangements for their interest being looked after in the matter in their absence,
- (h) It is enjoined on all employees to see that their applications are complete and correct in all respects. Incomplete/defective applications are likely to be ignored and considered as if no application for allotment was made.

Note: Principles of Preparation of Unified waiting lists in respect of Type-V and higher types of accommodation

- (a) A single waiting list of the applicants for initial as well as change allotments of R&D Common 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/employee in respect of types-V and higher types of accommodation means the earliest date from which (s)he has been continuously drawing emoluments relevant to the particular type. Officers/employees drawing higher emoluments will be placed senior to those who are in receipt of lower emoluments. Where emoluments drawn by two or more officer/employees 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/employees, i.e. officers/employees 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/employees who retire earlier will be placed above those who retire later.
- (b) Allotment in a particular type shall be made to applicants having the earliest priority date for that type of residences.
- (c) Each officer/employee may be made two allotments in each type of accommodation, i.e. initial and change.
- (d) An officer/employee who accepts an offer of allotment shall not be made another allotment in lower type of accommodation subsequently and his/her name will be deleted from the waiting lists for lower types of accommodation after acceptance.
- (e) The net result would be that no junior officer/employee in the waiting list(s) will be allotted accommodation of a particular type unless the demand of senior officer/employees in the change/initial lists is satisfied.

15. Change of residence in the Event of Death of a Member of the Family

Notwithstanding anything contained in these rules, an employee may be allowed a change of residence on the death of any member of his/her family if (s)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 normally in the same floor as the residence already allotted to the employee

16. Mutual Exchange of Residence

Employees 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 employees are reasonably expected to be on duty at the station to reside in their mutually exchanged residences for at least six months from the date of approval of such exchange. Mutual exchange without permission is not permitted and if done, shall debar both the employees from any allotment of any residence.

17. Retention of Residence up to the End of Current School / College Academic Year

If any employee is transferred to another station and the residence allotted to him/her under these rules is required by the family for the bonafide educational needs of his/her dependent children, (s)he may be allowed, on request, to retain the residence on payment of normal licence fee initially for a period of two months and thereafter on payment of twice the normal licence fee till the end of current school/ college academic year of any child in the family. The termination of the current year will be decided based on a certificate to be produced from the institution in which the child was studying at the time when the transfer of the employee is effected.

18. Maintenance of Residence

The employee to whom a residence has been allotted shall maintain the residence and premises in a clean tenantable condition. Such employee shall not grow any tree, shrubs or plants contrary to the instructions issued by the Government nor cut or chop off any existing tree or shrub in any garden, courtyard or compound attached to the residence. Trees, Plantation or vegetation grown in contravention of this rule may be caused to be removed by the Competent Allotment Authority at the risk and cost of the employee concerned.

19. Subletting and Sharing of Residence

- (a) (i) No employee shall share the residence allotted to him/her or any of the out-houses, garages, stables etc appurtenant thereto except with the employees of the Central Government eligible for allotment of residence under these rules.
- (ii) Prior permission will be needed for sharing accommodation as in rule 19(a) (i) above. Particulars of the sharer such as name, post held, office where employed, whether any contribution made to licence fee or not, shall be submitted along with application to the Competent Allotment Authority. These sharers shall have no right to stay in the residence after the same has been vacated by the original allottee.

- (iii) The servant quarters, out-houses garages and stables may be used only for the bonafide purposes including residence of the servants of the allottee for such other purposes as may be permitted by the Competent Allotment Authority.
- (b) No employee shall sublet the whole or part of his/her residence provided that an employee proceeding on leave may accommodate in the residence any other employee eligible to share Govt accommodation, as a caretaker, for a period not exceeding six months or the period of leave whichever is shorter.
- (c) Any employee, who shares or sublets his/her residence, shall do so at his/her own risk and shall remain personally responsible for any licence fee payable in respect of the residence and for any damage beyond fair wear and tear (for which Govt shall be the sole judge) caused to the residence or its precincts or grounds or services provided therein by Government.
- (d) If an employee sublets the residence allotted to him or any portion thereof in contravention of the rules, (s)he will be charged such damages from the date of cancellation of allotment as may be fixed by the Government from time to time. The allotment shall be cancelled w.e.f. the date of issue of the order for the cancellation of the allotment. The employee will be declared ineligible for allotment of residential accommodation for the remaining period of his/her service and concerned Labs/Estts will be informed for initiating disciplinary proceedings for major penalty under the relevant rules. An appeal may be filed within 30 days from the date of receipt of the orders imposing the penalty.

20. Consequences of Breach of Rules and Conditions

- (a) If an employee to whom a residence has been allotted unauthorizedly sublets the residence or charges rent from the sharer at a rate which the Competent Allotment Authority considers excessive or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for any purposes other than that for which it is meant or tampers with the electric or water connection or commits any breach of the rules or of the terms and conditions of the allotment or uses the residence or premises or causes the residence or premises to be used for any purpose which the Competent Allotment Authority considers to be improper or conducts himself in a manner which in his/her opinion is prejudicial to the maintenance of harmonious relations with his/her neighbours or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment; the Competent Allotment Authority may without prejudice to any other disciplinary action that may be taken against him/her, forthwith cancel the allotment of the residence and the employee shall vacate the same immediately thereafter without prejudice to the rights of the Govt under these rules.

Explanation: In this sub rule the expression "employee" includes, unless the context otherwise requires, a member of his/her family and any person claiming through the employee.

- (b) If the employee has failed to notify to the Competent Allotment Authority or while so notifying has in any application or statement suppressed any material fact, the Competent Allotment Authority may cancel the allotment with effect from the

date he became ineligible for allotment of Government accommodation under these rules and the employee shall vacate the residence forthwith without prejudice to the rights of the Government under these rules.

- (c) If the employee sublets a residence allotted to him or any portion thereof or any of the out houses or garages appurtenant thereto, in contravention of these rules he may, without prejudice to any other action that may be taken against him by the Govt, be charged damages rate rent as laid down by the Govt from time to time. The period for which the same may be recovered in each case will be decided under sole discretion by the Competent Allotment Authority on merits. In addition, the employee may be debarred from sharing the residence for a specified period in future as may be decided by the Competent Allotment Authority in his sole discretion. Repetition of this would permanently debar the employee from allotment of any residence in future.
- (d) Where action to cancel the allotment is taken on account of unauthorized subletting of the premises by the allottee, the allotment shall be cancelled with effect from the date of issue of the orders for the cancellation of the allotment.
- (e) Where the allotment of a residence is cancelled because of conduct prejudicial to the maintenance of harmonious relations with neighbours, the employee at the sole discretion of the Competent Allotment Authority may be allotted another residence in same class at any other place. Recurrence of conduct prejudicial to maintenance of harmonious relations with neighbours on the part of an allottee will debar him/her from continuance of further occupation of R&D Common Pool Accommodation and allotment order will stand cancelled.
- (f) Where an individual employee is found guilty of unauthorized subletting out the Govt residential accommodation allotted him/her, the Competent Allotment Authority may take suitable disciplinary action under the Disciplinary Rules for imposition of suitable penalty on grounds of unbecoming conduct of the Govt employee involving violation of Rules 3(1) (iii) of the CCS (Conduct) Rules, 1964 or any similar rule governing them.
- (g) The Competent Allotment Authority shall be competent to take all or any of the actions under sub rule (a) to (f) of this rule and also to declare the employee, who commits a breach of the rules and instructions issued to him, to be ineligible for allotment of residential accommodation for a period not exceeding five years.
- (h) Eviction of unauthorized occupants from R&D Common Pool Accommodation will be regulated under the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 and the rules made there under as amended from time to time.
- (j) Estate Management Committee will depute officer / officers to inspect a quarter to detect subletting. The inspecting officer / officers /team will submit their report as per **Annexure-IX**.

21. Overstay in Residence After Cancellation of Allotment

Where, after an allotment has been cancelled or is deemed to be cancelled under any proviso contained in these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, such employee shall be liable to pay damages for use and occupation of the

residence, services, furniture and garden charges equal to the “damages rates as may be determined by the Government from time to time.

Note: Head of the Labs/Estts will furnish information to the “Competent Allotment Authority” regarding transfer, retirement, voluntary retirement, resignation, missing, long leave (with medical certificate and without medical certificate) and death of Govt officials who are allottees of Government Residences (R&D Common Pool) Accommodation to take timely follow up action for their eviction if otherwise in order. This will improve the availability of R&D Common Pool Accommodation for allotment to the Government servants (DRDO employees).

22. Continuance of Allotments made Prior to the Issue of These Rules

Any valid allotment of a residence which subsists immediately before commencement of these rules shall be deemed to be an allotment duly made under these rules and all the preceding provisions of these rules shall apply in relation to that allotment and that employee accordingly.

23. Business or Trade by Families Living in Government Quarters

The wife or husband or other member of the family of an employee to whom residence has been allotted shall not be permitted, while occupying them to be concerned in any way with the formation or operation of any club or other association having for its object the collection of money or the distribution of money or goods within the residential colony or to use Govt residence for the purpose of any trade or business. Any breach of these regulations will render the allottee liable to vacate the accommodation and also payment of Penal Licence Fee as decided by the Competent Allotment Authority.

24. Recovery of Licence Fee

Except when otherwise laid down by the Govt, the recovery of licence fee will be done as under:

- (a) The authority responsible for allotment of residence will render to the Unit Accountant, Barrack and Stores Officer (BSO) (MES)/EMU an occupation/vacation return (IAFZ-2170) which will form the basis for recovery of licence fee. Where no occupation return is received, the licence fee bills will be prepared on the basis of the corresponding entries for the previous months. Taxes, if any, recoverable from the employee will be shown by the GE in his/her return.
- (b) Licence Fee Bills (IAFZ-2241) will be prepared in triplicate by the Unit Accountant BSO/EMU and disposed of as under:-
 - (i) In the case of civilian employees paid from Defence Services Estimates, one copy will be sent to the Head of R&D Establishments/Laboratories in the case of non-gazetted Officers and to the officer concerned in the case of gazetted officers. One copy will be sent to the CDA/DCDA concerned/ other Paying Office(r)s concerned. One copy will be retained as office copy.

- (ii) In the case of Service Officers, Licence Fee Bills (IAFZ-2241A) will be prepared in triplicate by the Unit Accountant BSO/EMU. Two copies will be sent to the PCDA(O) Pune/appropriate paying authority and one retained as office copy.
- (c) Amounts billed will be recovered by the above named authorities from the pay bills or otherwise without prior notice to the individuals concerned.
- (d) When quarters are to be vacated before the last day of the month owing to the departure of the employee on transfer, leave or retirement, the Heads of the R&D Establishments/Laboratories will intimate the probable date of vacation to the GE/Estate Manager who will intimate the impending charges to UA BSO/EMU concerned and the bill will be prepared at once.
- (f) Pending settlement of any discrepancies in the licence fee bills which should be referred to the authority responsible for allotment of the residence, the employee concerned will pay the amount billed for.
- (g) Amounts recovered will be entered as Revenue Receipts.
- (h) An employee leaving for any place out of India when applying to the CDA concerned for a last pay certificate, will enclose with the application a certificate countersigned by the Head of the R&D Establishment/Laboratory and duly verified by UA BSO concerned to the effect that any charges payable to the State on account of licence fee, electricity and water consumed by him have been adjusted.

25. Recovery of Charges of Water, Electric Energy & Hire of Fans

Charges of water and electric energy based on the Meter Reader's Book as shown in the Returns of Recoveries (Electric/Water) meter rent and hire charges of fans and furniture duly checked by the UA GE etc will be intimated by GE/EMU concerned to the UA BSO for inclusion in the licence fee bills payable by the employees.

26. Fundamental Principles

- (a) The application for allotment of a residence should normally be made within a period of one month of taking up the appointment.
- (b) The employee applying for allotment of residence must be held on regular posting as opposed to temporary duty attachment, short term attachment.

27. Special Features of Common Pool Accommodation

- (a) R&D Common Pool of Accommodation has been created separately both for service and civilian employees. Allotment of Service Officers accommodation would be made only to service officers of R&D and the rules for provision and allied services and recovery of quartering charges from them would be governed by relevant paragraphs of Aide Memoire of MOD Pool Accommodation issued by O/o JS(Trg) & CAO as amended from time to time for Service Officers and SAO 10/S/86 as amended from time to time for PBOR. The powers and functions of OC Station as applicable would be exercised by the Heads of R&D Establishments/Laboratories/Estate Managers. At a station where service

officers accommodation have not been built in R&D Estate, the allotment of R&D Pool Accommodation to the service officers will be at the discretion of Secretary, Department of Defence R&D. If no such accommodation is available for allotment to the service officers, they will approach for the Station Pool Accommodation. In a station where R&D Pool Accommodation has been built for service officers, a common seniority roll for service officers of different R&D Labs/Estts in a station will be maintained by the Estate Manager and allotment will be made strictly as per seniority roll. Service Officers whether permanently seconded or on tenure, are entitled to DRDO Service Pool Accommodation while serving in DRDO Labs/Estts. In case residential accommodation of service officers has not been constructed to the extent of authorization in the establishment, permanently seconded service officers will be given priority for allotment of accommodation. Tenure officers posted/held over & above the availability of Service Pool Accommodation will apply for regular Defence Pool/ Hired Accommodation at the station. Any accommodation surplus to the service personnel may be temporarily allotted along with furniture (on assessed rent) on conditional basis to the civilian employees based on their seniority for the type of accommodation and in case a service officer/employee is subsequently posted to station then the first appropriate type of civilian quarter falling vacant would be allotted to the junior most civilian officer/employee allottee of service officers accommodation, who will be asked to vacate the same, failing which rent at damages rates will be charged from the individual. Allotment of R&D Common Pool Accommodation to service officers would be restricted only to their respective authorized percentage of entitlement so as to guard against the hiring of accommodation for service officers over and above their authorized entitlement. In fact, this principle will also apply to various categories amongst civilians themselves such as (i) Scientific/Technical Personnel, (ii) Fire Fighting & Security Staff and (iii) Officers/employees and staff other than mentioned at (i) and (ii) including Industrial Staff so as to maintain their respective authorized percentage of accommodation.

- (b) Where the existing accommodation is deficient in relation to the present RE, the allotment to various categories will be restricted to the respective percentage on which the existing accommodation has been built. Pending augmentation of the existing accommodation, service officers may be provided hired accommodation or be permitted to make their own arrangement or be allowed to live in their own houses on rent re-imburement basis to the extent of deficiency in their class of accommodation.
- (c) In the event of allotment of a service officers residence to a civilian employee and vice-versa the furniture would be shifted to the quarter which is allotted to a service officer/officer's. Similarly, the geyser would be removed and fitted in service officers quarter, the same being a removable item like furniture. This would be done under the MES arrangements.
- (d) The garages and the servant quarter authorized for Captains quarters would be allotted to Captains even if they happen to be allotted Type IV quarters.

28. Interpretation of Rules

If any question arises as to the interpretation of the rules the decision of the Secretary, Department of Defence R&D thereon shall be final.

29. Delegation of Power of Functions

The Secretary, Department of Defence R&D may delegate any or all the powers conferred upon him by these rules to any officer under his/her control, subject to such conditions as (s)he may deem fit to impose.

30. Appeal

- (i) An employee including a person who has ceased to be in service, may prefer an appeal against any order under provisions of these rules, unless Specific provisions to the contrary exist, to the Secretary, Department of Defence R&D within 30 days of the date of receipt of the order. An appeal preferred after this period shall not be entertained.
- (ii) If an appeal is not preferred within the time prescribed in sub rule (1), the Secretary, Department of Defence R&D may condone the delay in case (s)he is satisfied that the appellant was prevented by sufficient cause from preferring such appeal.

(_____)
Under Secretary to the Govt of India

**MINISTRY OF DEFENCE
RESEARCH & DEVELOPMENT ORGANISATION**

APPLICATION FOR ALLOTMENT OF RESIDENCE FOR THE YEAR-

R&D COMMON POOL

(TO BE FILED UP BY THE APPLICANT)

1. Full Name-Shri/Smt/Kumari :
(in Block letters)
2. Name of Father/Spouse :
3. Designation :
4. Lab/Estt where posted with date :
5. Scale of Pay as on date :
6. (a) Basic Pay :
(as on 01 Jan of the current year)
- (b) Present basic pay :
(Band Pay + Grade Pay)
7. Date of Birth :
8. Date from which continuously
employed under Central Govt/State Govt
including foreign Service, if any. :
9. Date of retirement on superannuation :
10. Service status : Temporary / Permanent
11. Service to which officer belongs. :
12. (a) Are you on deputation/tenure to DRDO :
(b) If yes, since when :
13. In case of female marital status : **Single** **Married**
(including
Widow/Divorce)
14. Are you / your spouse occupying : **Yes / No**
accommodation allotted by DRDO/any other
Govt Deptt. If yes, fill up the name of allottee
Designation, Address & Name of Pool
(including the type & Number of the flat).
15. (a) Are you debarred from allotment of : **Yes / No**
Govt residence.
(b) If yes, upto which date & under :
what authority.

16. Do you / your spouse dependent children own a house within the jurisdiction of local or any adjoining municipality? If yes please indicate.

(a) Owner		(c) Relationship with the applicant	
(b) Address of the house		(d) Rental Income	

17. Are you applying after the last date of receipt : **Yes/No**
of application, if yes

- (i) Transfer :
(ii) Posting from ineligible :
(iii) Any other reason :
(iv) Date of Joining duty in eligible :
Office on transfer / posting

18. (a) Indicate below the type (s) of quarter for which you are applying {(for employees entitled to type I to IV)}

Type	Eligible Grade Pay	Please tick (✓) the Type	SC/ST Pool	Ladies Pool	Remarks
I	₹ 1300 to ₹ 1800				
II	₹ 1900 to ₹ 2800				
III	₹ 4200 to ₹ 4800				
IV	₹ 5400 to ₹ 6600				

(b) For employees entitled to Type V and above.

Type	Eligible Grade Pay	Date from which continuously drawing Grade Pay as indicated (Date of Eligibility)	Please tick (✓) the Type	Pool (s) under which applied	Remarks
V	₹ 7600 and above				
VI	₹ 10,000 and above				

(c) For employees applying for R&D Hostel Pool Accommodation.

Type	Eligible Grade Pay	Date from which continuously drawing Grade Pay as indicated (Date of Eligibility)	Please mention if double room hostel or single room hostel	Please mention the type	Please mention the type	Remarks

Hostel Accommodation	₹ 5400 and above					
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19. Are you entitled to rent free accommodation :

DECLARATION

- (a) I agree to abide by the Allotment of Govt Residence (Research & Development Common Pool) Rules, 2014 as amended from time to time or relevant allotment rules applicable.
- (b) I am aware of the penalties, which can be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type under Allotment Rules or furnishing of false information, subletting/misuse of the premises.
- (c) I am working in an eligible office located in eligible zone

Date :

Signature of the applicant

TO BE COMPLETED BY THE APPLICANT'S ADMINISTRATIVE OFFICE

No. _____ dated _____

1. Certified that the date of continuous employment under Governmet Service of the applicant is _____.
2. _____ Certified that the present Basic Pay and Grade Pay of the applicant are _____ and _____ respectively as per service records.
3. Certified that the marital status of the applicant is _____ (single/ widow / divorcee / married).
4. Certified that the applicant is employed in an eligible office and has not been debarred from allotment of General Pool Accommodation.
5. Certified that the applicant is entitled / not entitled to rent free accommodation.
6. Certified that all the information mentioned in the application are verified from the records and found to be correct.

Signature with Date _____

Name _____

Office Seal

Designation _____

Phone _____

E-mail _____

APPLICATION FOR ACCOMMODATION FROM THE R&D COMMON POOL

1. Name and initials of the applicant :
(Blockletter)
2. Rank :
3. Scale of pay as on date :
(details of Basic pay, Grade Pay & MSP)
4. Date of Rank (Maj, Lt Col & above) :
5. Date of promotion to the present rank. :
6. Date of Birth :
7. Personal No. :
8. Regt or Corps :
9. Account No. :
10. Accounts Officer responsible for pay :
11. Appointment held :
12. Telephone No. :
13. Date of reporting to take upon permanent :
appointment in the present R&D
Establishment / laboratories & authority
thereof
14. No and date of posting order :
15. Date of reporting to the competent :
allotment authority
16. Date of Marriage :
17. Dates of Birth / adoption and sex of : 1.
children where applicable : 2.
: 3.
: 4.
18. Particulars of accommodation occupied at :
present
19. Is your spouse serving in Govt / Public :
sector undertaking? If yes, is He/She
occupying Govt Accommodation?
20. Whether the applicant is entitled to and :
claiming antedate; if so, from which date.
Annexure-II(a) in this regard should be
submitted duly completed along with the
application form.

DECLARATION

- (a) I have read the allotment of Govt Residential Accommodation (R&D Common Pool) Rules 2014, and declare that the particulars given by me above are correct and that the allotment to be made to me or already made to me shall be subject to these Rules and subsequent amendments, if any, thereto.

- (b) I do not stand debarred for allotment for allotment of Govt accommodation.

(Signature)
Name in Block letters
Designation
Section / Office to which attached

TO BE COMPLETED BY THE APPLICANT'S ADMINISTRATIVE OFFICE

No. _____ Date: _____

Forwarded to Estate Manager / Allotment Section. The facts stated by the applicant have been verified and are correct.

(Signature) _____

Name in Block letters _____

Designation _____

Name of Office _____

Telephone No. _____

(To be filled by those who are eligible for the grant of antedated seniority & submitted along with their application)

(Requests for grant of antedate seniority, if not made to the head of the present R&D Establishments / Laboratories within 14 days from the date on which an employee reports for duty, will not be entertained)

Certified that :-

- (a) I served in operational area/afloat appointments for the period from _____ to _____ prior to my posting to R&D w.e.f. _____.
- (b) I served in peace station for the period and during that period married accommodation was not available for allotment to me there. A certificate of non-availability of married accommodation including accommodation on hired / rent reimbursement basis from CO/Allotting Authority / Estate Manager (as the case may be) of the previous station of posting is enclosed.
- (c) I did not stay with my family for a period of three months or more at anyone time during the period stated above.

Station:

Signature of the Applicant concerned Dated

Certified that the particulars given above are correct

Station:

**Signature and Designation
of the Countersigning Officer**

Dated:

(Not less than the Rank of Lieutenant Col in the case of Major and below; and immediate senior officer in the case of Lt Cols and above)

To

The Head of the R&D Establishment / Laboratories / Estate Manager

Regd AD _____

No. _____

Date _____

Name & Address of the person to
Whom residence is being allotted

SUBJECT : ALLOTMENT OF RESIDENTIAL ACCOMMODATION

The marginally noted residence is hereby allotted to you in accordance with and subject to the allotment of Government Residential Accommodation {(R&D) Common Pool} Rules-2014	Particulars of residence	Type	Furnished or un-furnished
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	------	---------------------------

2. You are requested to send your acceptance within 5 days from the date of the receipt of this letter. The acceptance should be in the enclosed form in duplicate and should be forwarded to the undersigned by Regd. AD Post.
3. "If no acceptance is received within the prescribed period of 5 days, the allotment will be deemed to have been refused and the case will be dealt in accordance with the provision of the said rules.
4. If you are a temporary Government Servant you are required to furnish a Surety Bond from a permanent Central Government Servant along with the acceptance. The Bond should be on the form prescribed in the said rules.
5. If the allotment is accepted, you should obtain an occupation slip from this office and take possession of the allotted residence from the GE/Establishment/Laboratory concerned within 10 days from the date of receipt of this letter. In case of failure to take the possession within the time specified above the allotment will be treated as cancelled and you shall be liable to pay rent as prescribed in the said rules.
6. Please note that if no reply is received from you by _____ the residence will be allotted further.

Director / Officer-in-Charge _____ Lab/Estt/ Estate Manager

For Secretary. Department of Defence R&D.

AFFIDAVIT

(To be furnished by the retired DRDO employee)

I _____, son/daughter of Shri_____ at present allottee of DRDO Pool quarter No_____ and a permanent resident of (District)_____ do hereby solemnly affirm and declare that I do not own or possess a house either in whole or in part, in my own name or in the name of my wife or son or unmarried daughter, in local or adjoining Municipality of the place of my posting.

2. I further declare that I or my wife or my son or unmarried daughter (or married daughter) do not own or possess a residential plot in the local or adjoining Municipality of the place of my posting.
3. I also declare that I or my wife, son or unmarried daughter (or married daughter) is not a member of any co-operative Housing Building Society.
4. I declare that the above statements are true and correct.

Signature_____

Date_____

Solemnly affirmed and declared before me

Date:

Sigature

Director Head of R&D Labs/Estts

Place

No.
Raksha Mantralaya
Research & Development Organization

To
Name & Address of the person to
Whom residence is being allotted

Subject : ALLOTMENT OF RESIDENTIAL ACCOMMODATION

I am to refer to my letter No. _____
dated _____ allotting residence No. _____ Type _____
and to state that you have failed to accept the allotment of the residence ibid within
the stipulated period of 5 days or have shown your unwillingness to accept the said
allotment.

2. You shall now not be eligible for another allotment for a period of one year from
the date of this allotment letter for a type _____ accommodation. Further,
your shall be charged the same rent which you would have had to pay as laid
down by the Govt in respect of the residence allotted or the licence fee payable
in respect of the residence already in your occupation whichever is higher for
one year ending _____ or upto the date on which your get another allotment
of a residence of type higher than the one already in your occupation if such an
allotment is made within the aforesaid period of one year.

**Director Lab/Establishment/Estate manager
For Secretary, Department of Defence R&D**

Letter of Acceptance

To

The Director/Officer-in-Charge/Estate manager

_____ Estt/Lab

Subject : Acceptance of RESIDENTIAL ACCOMMODATION

Sir,

I accept the allotment of residence No. _____ made to me vide your letter No. _____ dated _____ received by me on _____ (date).

2. I Certify that:-

- (a) I have been in continuous service with Central Govt since _____
- (b) My date of priority ofr type accommodation now allotted to me is _____
- (c) Full details of my emoluments are given below:
- (i) Pay _____
- (ii) Special Pay, if any _____
- (iii) Pension, if any _____
- (iv) Dearness Pay, if any _____
- (v) Deputation Pay, if any _____
- (vi) Non-practicing allowance (for doctors) _____
- (vii) City compensatory Allowance _____
- (viii) Other receipts defined in F.R. 45-c as _____
- (ix) Total Emoluments _____
- (d) Date since when the emoluments in serial (c) (i) above are being drawn
- (e) I am a permanent Central Govt Servant

OR

I am temporary Govt Servant
and the particulars of My
surety are given opposite.

Name of Surety _____

Designation _____

Office/Ministry where employed

- (f) My salary bills are presented to the pay and accounts officer noted alongside.

(g) do not stand debarred for allotment of Govt accommodation

(h) No other Govt accommodation is allotted to me or my wife/husband, on date, either by the Directorate of Estates or by the Deptt of Rehabilitation or by any other Govt Deptt, Semi Govt Organisation or local body.

2. I am eligible for allotment of Govt accommodation on payment of normal rent under Para 9 (P) of Quarter's and Rents vide your letter/Memo No- dated - and there has been no change in the position of ownership or in the plinth area of the house requiring a review of any eligibility.

Yours faithfully,

Signature_____

Name in Block letters_____

Designation_____

Section/Office to which_____ attached

**APPLICATION FORM FOR ALLOTMENT OF R&D (POOL)
ACCOMMODATION POSTED TO ANY PLACE IN, NE,
SIKKIM, A & N ISLAND LAKSHADWEEP & J&K**

To
The Director Labs/Estts/Estate Manager

Sir,

I relinquished charge of my previous posting as _____(Designation), Lab/Estt/Office _____(Name of Office) at _____(Name of station) on _____ (date)_____ and have joined on _____(date) as _____(designation) in the Office of _____in the state/Union Territory of _____(Name of State/Union Territory). I am an allottee of R&D (Common Pool) residential accommodation and desire to keep my family at the last station of posting. I may, therefore be allotted alternative R&D (Common Puot)- accommodation as per orders or allowed to retain the existing accommodation for the bonafide use of the members of the family. Necessary particulars are furnished below :-

- (1) Details of R&D (Common Pool) accommodation at present occupied :-
 - (a) Type _____
 - (b) Full postal address_____
- (2) Emoluments drawn (as defined under FR-45-C including CCA) on the date of transfer.
- (3) Has the request been made within one month of relinquishing of charge at the last station of posting;
- (4) Full name and postal address of the person nominated by you who will convey acceptance on your behalf of the allotment and take possession of the alternative

accommodation. A copy of the allotment letter will also be endorsed to your nominee.

5. Name and full postal address of the person who shall deposit licence fee.

As soon as I am transferred from the State/Union Territory mentioned above, I undertake to inform Dir Lab/Estt/Estate Manager concerned about such transfer within 15 days of such transfer.

Signature_____

Name_____

APPLICATION FOR CHANGE OF R&D COMMON POOL ACCOMMODATION

1. Name _____

2. Particulars of accommodation (a) _____

(b) Date of Priority for the type of _____

3. Type of accommodation to which entitled on _____
the basis of emoluments as drawn on the first of
January of the year of application

4. Particulars of change desired

(a) Block / Sector : _____

(b) Floor : _____

5. Reasons for change : _____

6. Whether any change was made in the past : _____
also, if so, when? Mention type of change

7. Does the applicant (or any other member : _____
of his/her family) own a house at the
station concerned

Signature _____

Designation _____

Office _____

Date: _____

*Strike out whichever is not applicable.

Name of the Estt/Lab _____

No. _____

Date _____

Forwarded to the allotment section/Estate management Unit.

Signature of the forwarding Officer _____

Designation _____

INSPECTION REPORT

(A) PARTICULARS REGARDING INSPECTION

1. Name of Inspection :
2. Time of Inspection :
3. Name of Inspecting Officer :
4. Quarter No. & Type :

(B) INSPECTION REPORT

1. Name of the allottee as ascertained at the time of inspection :
2. Designation and the name of the Lab/Estt/Office in which' the allottee is working and names of all the family members of the allottee as ascertained at the time of inspection. :
3. Whether, any other member of allottee's family is found if so, details. :
4. Whether the allottee was found at the quarter ? if yes, his particulars/identity card No. etc. :
5. Number'of families found residing in the quarter and their full particulars. :
6. Whether the allottee is a house owner, if so, full particulars of the house owned by him. :
7. Details of the CGHS Card No date of issue and name and address therein. :

8. Cooking Gas Consumer No. name of Agency :
name and address shown therein.
9. Details of the Institutions and classes in :
which the children of the allottee/occupants
are studying.
10. Bank Account, Insurance, Scooter/Car :
Registration No. and residential address etc,
if any, its No. and residential address entered
therein.
11. No. of telephone installed at the premises :
along with the name of the subscriber, If
allottee is not residing in the flat, his
telephone No. at the place of his residence,
if any.
12. If the accommodation is being shared, details :
of the sharer whether intimation regarding
sharing the quarter was sent to the Estate
Manager/Lab/ Estt.
13. Any other information :
14. Whether subletting is suspected :
15. Ground on which inspecting officer/officer's/ :
team have suspected full/partial subletting

Signature _____

Name _____

Designation _____

(C) SIGNED STATEMENTS OF

A. Occupant

B. Neighbours

SURETY BOND

I, Shri _____ son of Shri _____ at present employed as _____ in, the _____ hereby stand surety (hereinafter called 'the surety' which expression shall include my heirs, executors and administrators) to the President of India (hereinafter called 'the Government' which expression shall all include his successors and assigns) for payment by Shri _____ of licence fee and other dues in respect of the residence now allotted to him by Government as also for any residence, additional accommodation, extra servant quarter or garage that may be allotted to him from time to time by the Government.

2. I, the surety, shall indemnify the Government against all loss and damage or moneys due to the Government towards licence fee or otherwise until delivery of vacant possession of the residence in good condition is made to the Government. I, the surety, hereby undertake to pay to the Government forthwith on demand by the Government and without demur all such sums as may be due to the Government as aforesaid and I hereby agree that the Government shall be at liberty (and I hereby irrevocably authorise to do so) to recover the said sums from the salary payable to me and the decisions of the Government as to the amount so to be recovered shall be final.
3. The obligations undertaken by me shall not be discharged or in any way affected by an extension of time or any other indulgence or forbearance granted by the Government to the said Shri (name of the allottee) or by any other matter or thing whatever which under the rules or law relating to sureties would but for this provision have the effect of so releasing me from such liability. This guarantee shall not be revocable at any time or discharged by my death so long as the said Shri (name of the allottee) continue to be in occupation of any such residence, serving quarter, and or garage.
4. The Government have agreed to bear the stamp duty, if any, for this document. Signed and delivered by

Said _____

at _____ the date of _____ 20

Signature

Address & Occupation of witness

(Signature of Surety)

Designation

Office to which attached

Certified that the above surety is a permanent Government Servant. He is _____ years of age and his pay is Rs. _____ per month.

Signature of the Head of the Department
of the Office is which the surety is employed

Dated: _____ Office Stamp

