

DRAFT

**GUIDELINES FOR ALLOTMENT OF GENERAL POOL GOVERNMENT QUARTERS IN
THE CAPITAL COMPLEX/CENSUS TOWNS OF ARUNACHAL PRADESH**

**GOVERNMENT OF ARUNACHAL PRADESH
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INTRODUCTION:

There is acute shortage of Government residential accommodation in the Capital Complex and Census Towns of Arunachal Pradesh. The Directorate of Housing is looking after the allotment of General Pool Quarters in Capital Complex. There are more than 30 thousand Government employees residing in Capital Complex. On the other hand, there are 3654 numbers of quarters/flats in different categories of accommodation under General Pool as per available record. There is a huge gap in demand and supply of quarters. The Govt. spends considerable amount on HRA due to lack of Houses.

To streamline the allotment process of quarters in Itanagar Capital Complex, this guideline is framed as under-

1. GENERAL

a) Definitions:

- I. **"Accommodation"** means the General Pool residential Accommodation (GPRA) of the State Government under the control of Directorate of Housing.
- II. **"Allotment"** means the grant of a license to occupy a residential accommodation in accordance with the provisions of these rules.
- III. **"Damages"** means a compensation to be levied in multiples of licence fee in the event of unauthorized occupation or subletting or misuse of whole or any part of accommodation by occupant of the accommodation.
- IV. **"Capital complex"** means the area within the limits of the Itanagar Capital Region (ICR).
- V. **"Directorate of Housing"** means office of the Directorate of Housing under the State Government, which discharge the functions of the Directorate of Housing in respect of accommodation.
- VI. **"Director of Housing"** means the Director of Housing to the Government of Arunachal Pradesh.
- VII. **"Eligible type of accommodation"** in relation to an officer means the type of accommodation to which he is eligible under these rules.
- VIII. **"Eligible office"** means an office the staff of which has been declared by the State Government as eligible for accommodation under these rules.
- IX. **"Employee"** means an employee of the State Government whose salary is drawn from the consolidated fund of Arunachal Pradesh.
- X. **"Family"** means the wife or husband of allottee and children, step children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the allottee.
- XI. **"Government"** means the State Government.
- XII. **"Own house"** means a building or part thereof meant for residential purposes and owned by the allottee or by any member of his family.
- XIII. **"Immediate relation"** means relationship such as Grandfather, Grandmother, Grandsons, Granddaughters, Father-in-law, Mother-in-law, Son-in-law, and Daughter-in-law and includes relationship established by legal adoption.
- XIV. **License fee/Civic charges"** means a fee payable monthly in respect of the accommodation allotted under these rules.
- XV. **"Misuse"**, in relation to an allotment, means an accommodation or a servant quarter being used by allottee himself or his family members or immediate relation staying with him for the purpose other than the purposes provided under these rules.

- XVI. **“Subletting”** means letting out of a general pool residential accommodation partly or wholly by an allottee to any person outside allottee’s family and immediate relations.
- XVII. **“Surrender of accommodation”** means vacations of accommodation after physical occupation of the accommodation by the allottee on his own volition during the allotment periods.
- XVIII. **“Transfer”** means a transfer from the present working place where the accommodation is allotted to any other working place or from an eligible office to ineligible office and includes a transfer or reversion to service a State Government.
- XIX. **“Encroachment”** means occupation of premises of Govt. quarters in illegal manner or obtaining allotment of premises in a manner making the quarter unusable.

2. ELIGIBLE ZONE FOR ACCOMMODATION

All state Government offices which are located in the State Capital Territory of Arunachal Pradesh only i.e. Itanagar, Naharlagun, Nirjuli and Banderdewa with due approval by the Government and which fulfill the conditions of eligibility under these rules and have been specifically declared to be eligible for allotment of accommodation by the government from general pool shall be eligible for allotment or retention of accommodation from the general pool in Itanagar Capital Complex i.e Itanagar, Naharlagun, Nirjuli and Banderdewa.

3. CONDITIONS FOR DECLARING AN OFFICE ELIGIBLE FOR ACCOMMODATION IN ITANAGAR CAPITAL COMPLEX.

A State Government office which fulfills the following requirements may make an application in duplicate to the Directorate of Housing for allotment of accommodation in Itanagar Capital Region: -

- a) The location of the office in Itanagar Capital Region has been approved by the State Government.
- b) The office is part and parcel of the Secretariat of a Ministry or an attached or subordinate office of a Ministry or a Department of the Government of Arunachal Pradesh.
- c) The staffs are paid from the consolidated fund of Arunachal Pradesh.
- d) The office is situated within the limits of State Capital Territory of Itanagar.

4. DEPARTMENTS EXCLUDED FROM GENERAL POOL

As per Govt. notification vide no. DUD/ACCOM-17/2002-03 dated 21/08/2006, the following Departments are excluded from the purview of General Pool Accommodation.

- a) Public Health Engineering & Water Supply Department.
- b) Water Resource Development Department.
- c) Hydropower Development Department.
- d) Power Department.
- e) Agriculture Department.
- f) Horticulture Department.
- g) Fishery Department.
- h) State Transport Department.
- i) Rural Works Department.

- j) Sports and Youth Affairs.
- k) Cooperative Apex Bank.
- l) APIDFC.
- m) Veterinary and Animal Husbandry.
- n) Arunachal University.
- o) Rajiv Gandhi Polytechnic.
- p) Multi-purpose Cooperative and Marketing Federation.
- q) Police Department.

5. CLASSIFICATION OF ACCOMMODATION

The classified types of accommodation are Bachelor Barrack, type I, type II, Type III, Type IV, Type V, Type VI and Bungalow.

6. ELIGIBILITY FOR ACCOMMODATION

The Government Servant shall be allotted quarter on eligibility basis as per the following criteria:

- a) Category of post and Pay level.
- b) Station seniority (The date of joining in Capital Complex will decide the station seniority).
- c) No Quarters shall be allotted to an Officer/Official whose spouse has been already allotted Quarters. The Controlling Officer of concern Department shall certify the same.

7. ENTITLEMENT OF RESIDENTIAL ACCOMMODATION FOR GOVERNMENT EMPLOYEE AS PER PAY SCALE

| Sl. No. | Basic Pay Scale | Pay level | Grade Pay | Category of Post | Entitled Quarter |
|---------|------------------------|--------------|-------------|------------------|--------------------|
| 1. | 18000 -19900 | L-1 to L-2 | 1800-1900 | C | Bachelor Barrack |
| 2. | 18000 -19900 | L-1 to L-2 | 1800-1900 | C | Type-I |
| 3. | 21700 -29200 | L-3 to L-5 | 2000-2800 | C | Type-II |
| 4. | 35400 -47600 | L-6 to L-8 | 4200-4800 | B | Type-III |
| 5. | 56100 -78800 | L-9 to L-11 | 5400-6600 | A | Type-IV |
| 6. | 123000 -148500 | L-12 to L-14 | 7600-10000 | A | Type-V |
| 7. | 182200 -250000 & above | L-15 & above | above 10000 | A | Type-VI & Bungalow |

8. APPLICATION FORM FOR ALLOTMENT OF QUARTER

- a) The Government employees desiring to avail Government accommodation shall apply in prescribed format to Director of Housing through their Head of the office/Controlling Officer. The application format for the allotment of quarter shall be available in the Directorate of Housing. The application submitted other than prescribed format shall not be accepted. No application shall be entertained for accommodation within six months of the date of superannuation.
- b) While recommending any application of Government servant in prescribed format, the Head of the office/ Controlling Officer shall certify the following:
 - I. Exact date of joining in the Station.

- II. Pay scale.
- III. Date of appointment/transfer to the Station.
- IV. Designation.
- V. Present temporary accommodation held by the applicant.
- VI. HRA drawn or not.
- VII. Transferable/Non-transferable.
- VIII. Date of retirement.
- IX. The controlling officer/Head of office of the Department which avails GPRA shall invariably give a copy of transfer, superannuation, termination and death of its employee to the Directorate of Housing.

9. PREPARATION OF ELIGIBILITY LIST

The Directorate of Housing shall prepare eligibility list of applicants, category wise in regular intervals. The applications which are not renewed within 6 months shall be deleted from seniority list.

10. ALLOTMENT OF VACANT HOUSES.

- a) The proposal for allotment shall be done for vacant houses on getting notice for vacation by the occupant of the quarter or on verification of staff of the Directorate of Housing in case of death of allottee or retirement or transfer or volunteer surrender.
- b) There shall be no advance allotment in general except on certain cases.
- c) To enable the Directorate of Housing to update the data regarding the position of vacant quarters for allotment, all Departments shall endorse a copy of transfer order, order of release on superannuation, dismissal of a Government Servant resulting in vacation of quarter or expiry of the period of appointment under various Boards/Commission.

11. QUARTER ALLOTING AUTHORITY.

On the basis of seniority, the different categories of quarters shall be allotted by the Directorate of Housing on the specific approval of the following-

| Types of Accommodation | Approval Authority |
|----------------------------------|----------------------------------|
| a) Bachelor Barrack, Type-I & II | Director (Housing) |
| b) Type-III, IV | Secretary/Commissioner (Housing) |
| c) Type-V and VI | Chief Secretary |
| d) Bungalow | Minister (Housing)/CMO |

12. QUARTERS TO HOUSE OWING EMPLOYEES:

Preference will be given to those govt. employees who do not possess their own private residential building in the capital complex/same township.

13. ALLOTMENT OF QUARTERS TO DEPENDENT OF GOVT. SERVANT

- a) On the death of allottee-
 - i) On death of allottee, the dependent shall be allowed to retain the quarter for a maximum period of six months, if duly applied. The dependent should apply for the retention of the quarter within two months of the death of the allottee.

- ii) If the dependent of the allottee is appointed on the regular service on compassionate ground, the quarter shall be allotted to him/her on seeking allotment within six months from the expiry of the allottee provided the dependent is entitled for the same quarter.
- b) On retirement of allottee-
When a Government Servant in occupation of Government quarter retires from service, he/she shall be allowed to retain the quarter for a period of two months for finalization of his/her pension papers etc.
- c) On transfer-
In the event of transfer of an allottee to another station, the same accommodation may be allotted in the name of eligible spouse of the transferred allottee, if the spouse is entitled for it.
- d) In case, the entitlement of the spouse is a lower type of quarter than the accommodation allotted to employee on death/retirement/transfer, an alternate entitled type of accommodation may be allotted in the name of spouse subject to the availability of quarters, if applied.
- e) In case, the spouse is entitled for higher type of accommodation than the accommodation allotted to employee on death/retirement/transfer, an alternate entitled accommodation type may be allotted to the spouse on subject to availability of quarters, if applied.
- f) For alternate accommodation, spouse working in state government Departments may apply within retention period mentioned in clause no. 17 from the date of transfer/death/retirement of previous allottee.

14. ALLOTMENT OF ACCOMMODATION ON UNSAFE OR DANGEROUS GROUNDS

- a) An allottee, whose residential accommodation is unsafe or dangerous, may make an application to the Directorate of Housing to declare such accommodation as unsafe or dangerous for living.
- b) Allotment of alternate accommodation to an allottee on declaration of a house as unsafe or dangerous shall be done as per availability on priority. In case of accommodation declared unsafe due to natural calamity, the affected allottee shall be considered by bypassing the seniority.
- c) In case where an individual house in a government residential colony is declared unsafe or dangerous, an alternate accommodation of same type of accommodation is to be made on priority.

15. CHANGE/EXCHANGE OF ACCOMMODATION

- a) An allottee may apply for change of another quarter of same type of accommodation only after taking physical possession of accommodation allotted him/her. Only one change shall be allowed in the same type of accommodation to the allottee.
- b) Mutual exchange of quarters shall be allowed between the same categories of quarters.

16. RENEWAL OF ALLOTMENT

All the Govt. officials/Officers/Chairpersons and members of various Commissions/Boards who have been allotted accommodation from General Pool Govt. Residential Accommodation have to renew his/her order of allotment in every 3 years from the date of issue of allotment order. If the allottee do not apply for renewal on

expiry of three years, the quarter shall be treated vacant and allotted to other applicants.

17. ALLOTMENT TO EMPLOYEE UNDER SUSPENSION

No allotment of accommodation shall be given to employee who are placed under suspension. Allotment of accommodation on re-employment shall be made only after the confirmation of re-employment from suspension/termination/compulsory retirement.

18. ALLOTMENT OF ACCOMMODATION ON RE-DEVELOPMENT OF GOVERNMENT COLONY OR ANY OTHER PURPOSE

- a) Where an entire government residential colony is required to be vacated for re-development or any other purpose, the allottees of such colonies shall be placed over unified waiting list for same type of accommodation and preference of allotment shall be given, as may be applicable.
- b) Where there is no sufficient vacancy in the concerned type of accommodation to relocate the allottees of such colony, the entire bidding process for other applicants in the unified waiting list may be frozen in respect of such type of accommodation for such period as may be deemed necessary.
- c) In the event when there are no vacant quarters to relocate the allottees of such colony, the affected allottee may avail the House Rent Allowance (HRA) provisions given by the Government.
- d) For re-development of any residential colony/sector, the concerned Department which proposes such re-development shall make prior alternate arrangement of accommodation for the affected allottees as an interim arrangement.
- e) The prior approval of Directorate of Housing shall be obtained before proposing such re-development.

19. RETENTION OF QUARTERS ON CONCESSIONAL PERIOD

- a) The allottee may, subject to the conditions laid down in these rules, be permitted to retain the accommodation 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 the (3) thereof, provided that the accommodation is required for the bonafide use of the allottee or members of his/her family.

| Sl. No. | Events | Permissible Period | Remarks |
|---------|------------------------------------|---|----------------------------------|
| (1) | (2) | (3) | (4) |
| 1. | Resignation/Termination of service | 1 month on normal civic charge | |
| 2. | Transfer/Deputation | 2 months on normal civic charge | |
| 3. | Retirement | 2 months on normal civic charge plus 4 months double civic charge | If duly applied by the dependent |
| 4. | Death of the allottee | 6 months on normal civic charge | If duly applied by the dependent |
| 5. | Proceeding on training | Full Period on normal civic charge | |

| | | | |
|----|-------------|------------------------------------|---------------------------------------|
| 6. | Study leave | Full period on normal civic charge | Applicable to Govt. sponsorship only. |
|----|-------------|------------------------------------|---------------------------------------|

- b) All allottees of general pool residential accommodation shall inform in written to the Directorate of Housing in case they are on leave for more than six months and retention of accommodation is required for family.

20. SURRENDER OF AN ALLOTMENT

An allottee may surrender an allotment at any time during the allotment period. He shall not be considered again for allotment at the same station for a period of one year of such surrender.

21. SUB-LETTING OF GOVERNMENT ACCOMMODATION.

Sub-letting of Government quarters by allottee is strictly prohibited and shall be dealt with as per service rule. Further, the allotment of quarter of such incumbents shall be immediately cancelled after verification by the Directorate of Housing. Also, no allotment of accommodation shall be given to his /her spouse.

a) Procedure for conducting inspection of subletting

The procedure for conducting inspections of subletting by the authorized officials shall be such as may be specified or decided by the Directorate of Housing.

b) Penalty for subletting: -

- I. Cancellation of allotment of accommodation or otherwise of the cases suspected of subletting shall be decided by the concerned authority after inquiry/verification.
- II. The Joint Director (Housing) shall be the deciding authority and the Director (Housing) shall be the appellate authority in respect of subletting of general pool residential accommodation in Itanagar capital complex.
- III. All the cases of subletting shall be reported to the deciding authority who shall initiate inquiry and inspection in accordance with the procedure as may be specified by the Directorate of House from time to time.
- IV. After the completion of the inspection and inquiry under sub- rule (III), the inspection report shall be referred to the deciding authority, who shall, after giving an opportunity of hearing to the allottee, pass an order in writing and where a case of subletting is established, the allotment shall be cancelled by the allotting authority.
- V. Where the fact of subletting has been established, the deciding authority shall refer the case to the Estate Officer for initiation of eviction proceedings under the provisions of the Arunachal Pradesh Public Premises Act 2003 to carry out eviction proceedings.

22. CONSEQUENCE OF BREACH OF ALLOTMENT RULE.

The Directorate of Housing may take action against the allottee without prejudice to any other disciplinary action that may be taken against the allottee under these rules. The allotment order shall be cancelled in addition to the disciplinary action that may be taken against the allottee if he/she-

- a. Commits breach of rules.

- b. Uses the accommodation or any portion thereof for any purpose other than for which it is meant.
- c. Tempers with the electric or water connection.
- d. Put the quarter into improper use.
- e. Construction for extension without seeking permission from Directorate of Housing.
- f. Has knowingly furnished incorrect information for securing allotment of the quarter.
- g. Breaches terms and conditions of allotment.
- h. Fails to follow the allotment rules.

23. LICENCE FEE/CIVIC CHARGE FOR ACCOMMODATION.

- a) Where allotment of accommodation has been accepted, the liability for license fee/civic charges shall commence from the date of physical occupation of the accommodation.
- b) An allottee who, after acceptance, fails to take possession of that accommodation within 7 days from the date of receipt of the authority letter shall be charged one month license fee/civic charges from the date of allotment. Provided that this provision shall not apply in case the maintenance agency does not hand over the accommodation in a habitable condition to the allottee within prescribed period or the accommodation is not ready for physical occupation for any other reason.
- c) In case of license fee/civic charges has not been received continuously for a period of four months from an allottee or the Drawing and Disbursing Officer of office of the allottee, the allotment of accommodation of the concerned allottee shall be cancelled.
- d) The license fee/civic charges shall be revised from time to time.

24. UNAUTHORISED OCCUPATION OF GOVERNMENT QUARTERS

All unauthorized occupations shall be strictly dealt with by issuing vacation/show cause notices through Chief Estate Officer. Action shall be taken against such unauthorized occupants as per provision of law/ Arunachal Pradesh Public Premises Protection Act 2003 and other relevant laws.

25. ENCROACHMENTS/DEMOLITION/ ENCIRLEMENT:

If a government employee indulges in encroachment/demolition/encirclement of the quarter allotted to him /her thereby causing loss or damage to structure of quarter or render it inhabitable by constructing any permanent structure, his/her allotment order shall be cancelled forthwith.

The encroachments of govt. quarters, wholly or partially dismantling quarter structures are punishable offence under various sections of laws viz -

- 1. Sub section (1) & Sub Section (ii) of Section 14 and Section 15 of Arunachal Pradesh Public Premises (Unauthorized occupants) Act,2003.
- 2. U/S 425 IPC, U/S 427 IPC, Sub -Section (1) of section 320 Cr. P.C.
- 3. Sub Section (2) of Section 3 of Prevention of Damage to Public Property Act, 1984.

26. THE PROCEDURE FOR TAKING POSSESSION/VACATING OF QUARTER ALLOTTED -

The govt. employee on allotment of quarter/flat shall –

- a) Occupy the quarter/flat by receiving the key from Officer not below the rank of Junior Engineer who look after the maintenance of the quarter.
- b) The inventory list of all Household items of the quarter shall be recorded by the JE in charge and got signed by the allottee. A copy of such list shall be submitted to the Directorate of Housing for record.
- c) When allottee vacates the quarter/flats on transfer/retirement/ death, the list of household items shall be checked and the key handed over to the in-charge not below the rank of JE with copy to Director (Housing) by allottee or authorized person.
- d) The Directorate of Housing shall issue "No objection certificate "only on clearance from the JE in-charge.

27. DEMOLITION OF QUARTER FOR THE PURPOSE OF RE-DEVELOPMENT OR OTHER DEVELOPMENT SCHEMES

Any project or schemes which require demolition of quarters, the clearance from the Directorate of Housing shall be required. For the schemes other than re-building of quarters, the loss of quarter and its premises shall be compensated to the Directorate of Housing appropriately for constructing quarters/flats somewhere else. All procedures of auction of quarters and write off shall be followed once the clearance is obtained from the Directorate of Housing. The proceeds of such auctions conducted as per rules shall be deposited in the State Exchequer with copies to all concerned for information.

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