



RULES FOR ALLOTMENT OF GOVT. RESIDENTIAL ACCOMMODATION AND DEPARTMENTAL GUEST HOUSES IN IA&AD

(First Edition- 2006)

OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (AUDIT),
PUNJAB & UT, CHANDIGARH.

manual

Allotment of Govt. Residences (IA&AD) Rules, 2006

(Authority :- Letter No 40 - Estates / 20-2004 dt 16/2/ 2006)

1. Short Title and Application.

- a. The rules may be called the Allotment of Government Residences (IA&AD) Rules, 2006.
- b. They shall come into force on Feb 16th of 2006.

2. Definition

In these Rules, unless the context otherwise requires:

- a) "Allotment" means the grant of licence to occupy a residence in accordance with the provisions of these rules;
- b) "Allotment Year" means the year beginning on 1st January or such other period as may be notified by CAG.
- c) "Head of Department (HOD)" means DGA/PrAG/PDA/ AG who exercises the control over the Estate Management Functions at the station where departmental pool residences are located and DAI in respect of Headquarters office.
- d) "Estate Officer" means Senior Deputy Accountant General(Admn)/ Deputy Accountant General (Admn), Director/Dy. Director (Admn) of the concerned office of the Audit or Accounts who has been notified as such under these rules to perform the duties of Estate Officer and Director (P)/ Dy. Director (P) in respect of Headquarters office.
- e) "Eligible office" means all offices of IA&AD located in a station, where the IA&AD residential colony exists and the staff of which has been declared by the CAG as eligible for accommodation under these rules;

- f) "Eligible person" means the staff working in an eligible office located in a station where the IA&AD residential colony exist as defined in 'e' above;
- g) "Emoluments" means the emoluments as defined under FR-9(21)(a)(i);

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

- h) "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;
- i) "Government" means the Central Government unless the context otherwise requires;
- j) "Licence fee" means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of a residence allotted under these rules;
- k) "Length of service" means the total length of continuous service in IA&AD;
- l) "Priority date" of an officer in relation to a type of residence to which he is eligible under the provision of rule 5 means the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in a post under Central Government or State Government or on Foreign Service, except for periods of leave in respect of Type

IV (Special) and above higher types of accommodation and the date from which the officer has been continuously in service under the Central Government/ State Government including the period of foreign service in respect of Type -1 to Type - IV accommodation.

Provided that where the priority date of two or more officers is the same, seniority among them shall be determined by the emoluments, the officer in receipt of higher emoluments taking precedence over the officer who is in receipt of lower emoluments; where the emoluments are equal, by the length of Government service and where both emoluments and length of Government service are equal, on the basis of the scale of pay of the officer, the officer working in a post having higher scale of pay taking precedence over the officer in receipt of lower scale of pay.

Provided further that in the case of employees whose joining date and pay are identical, the priority date may be determined with reference to their date of birth (the officer older in age ranking senior) for all such employees irrespective of whether they are from the same office or different offices.

Provided further that in respect of Defence Audit Pool and DGA (P&T) Pool Accommodation, priority date of an officer in relation to a type of residence to which he is eligible under the provisions of Rule 5 means the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in a post under the Central or State Govt. or on foreign Service except for the period of leave.

- m) "Residence" means any residence for the time being under the administrative control of the respective Head of Department.

- n) "Sub-letting" includes sharing of the accommodation by an allottee with another person, with or without

payment of licence fee by such other person.

Explanation: Any sharing of accommodation by an allottee with close relations shall not be deemed to be sub-letting.

Following relations will be treated as close relations

- (i) Father, Mother, Brothers, Sisters, Grandfather, Grandmother, Grandsons and Granddaughters.
 - (ii) Dependent Father-in-law, Mother-in-law, Daughter-in-law, Son-in-law, Sister-in-law, Brother-in-law.
 - (iii) Uncles, Aunts, First Cousins, Nephews, Nieces directly related by blood to allottee.
 - (iv) Relationship established by legal adoption
- o) "Temporary Transfer" means a transfer, which involves an absence for a period not exceeding four months.
- p) "Transfer" means a transfer from the station where the residential accommodation is situated to any other place or from an eligible office to an ineligible office in that station where the allottee is residing and includes a transfer to a service under a State Government or Union Territory Administration and also deputation to a post in an ineligible office or organization but shall not include the transfer in public interest to a place/office where the allottee is not permitted or advised by the Government to take his family with him.
- q) "Type" in relation to an officer means type of residence to which he is eligible under rule 5 of these rules.

3(A).Eligibility criteria for allotment of accommodation in general

I The allotment of different types of quarters to various categories of officers and officials will be made as per the eligibility criteria as prescribed in rule 5 of these rules. In some stations where quarters have been reserved exclusively under IA&AS officers pool or quarters have been divided into two distinct pools i.e. one for the staff and another for IA&AS officers having transfer liability, the quarters of type IV and above under IA&AS pool quarters will be exclusively allotted to such officers even though in terms of pay such officers are not entitled to it. The quarters under the IA&AS officers pool are not to be allotted to any other officers not belonging to that service unless specifically relaxed by CAG.

II The eligibility condition in respect of quarters at ICISA, Noida premises and Ravi Towers Complex at Vaishali, Ghaziabad, which are under the direct control of CAG of India, shall be as under :

(1). ICISA, Noida

- a. Type H to IV : AU officers and staff posted at ICISA Complex, Noida as per the classification of residences given in para 5 of these rules.
- b. Type V : IA&AS officers below the level of AG or Pr. Director posted in any of the offices of IA&AD within the National Capital Region of Delhi shall be eligible for allotment of these quarters.

Provided that the officers posted in ICISA, Noida will get priority over others in the matter of allotment of quarters at any point of time.

- c. Type VI ; For Director General or Pr. Director (Training) posted at ICISA, Noida.

(2). Ravi Towers Complex, Vaishali, Ghaziabad-Type IV - Special:-

- (a). IA&AS officer posted in any of the offices of IA&AD or on deputation outside IA&AD to an office within the National Capital Region of Delhi shall be eligible for allotment of these quarters.
- (b). In addition, subject to availability after meeting requirement of IA&AS officers, Sr. AO/AOs/AOs & SOs working in the office of the Comptroller and Auditor General of India would also be eligible for allotment of these quarters.

III The officers/ officials working in the O/o the DGA (P&T), Delhi or any branch offices where departmental pool colonies Under the control of DGA(P&T) are located will only be eligible for allotment of quarters at the respective station as per the condition enumerated in Rule 7 and 2(1). The allotment of Type IV quarters to AAOs/ SOs/ Other officials will be considered by DGA (P&T), Delhi only after meeting the requirements of eligible officers first. However, subject to availability after meeting the requirement of officers/ officials working in DGA (P&T), Delhi which is mainly manned by deputationists from all the branch offices throughout India, officers/ officials working in Delhi branch P&T Audit office would also be eligible for allotment of quarters in DGA (P&T) Pool located at Delhi. provided that the officers posted in O/0 The DGA (P&T), Delhi (Central office) would get priority over others and subject to the undertaking that quarter will be vacated within two months notice from the Estate Officer as and when required for allotment to officials of DGA (P&T), Delhi.

IV The officers /officials working in the respective branch offices under the control of DGA, Defence

Services where departmental pool colonies exclusively under the control of DGA, Defence Services, New Delhi are located, would only be eligible for allotment of quarter at the respective station as per the conditions given in Rule 7 and Rule 2(1).

3(B). Eligibility of Officers owning houses

1. In this Rule -
 - a) "Adjoining Municipality / Panchayat" means any Municipality / Panchayat contiguous to Corporation or Urban agglomeration of particular station where the accommodation under the charge of respective Head of Department is located;
 - b) "House" in relation to an officer or member of his family means a building or part thereof used for residential purposes and situated within the jurisdiction of Local Municipality/ Urban agglomeration or of any adjoining Municipality of a station where such accommodation is located;
Explanation: A building, part of which is used for residential purposes shall be deemed to be house for the purposes of this clause notwithstanding that any part of it is used for non- residential purposes.
 - c) "Local Municipality" in relation to an officer means the Municipality within whose jurisdiction his office is located;
 - d) "Member of family" in relation to an officer means the wife or husband, as the case may be, or a dependent child of the officer;
 - e) "Municipality" includes a Municipal Corporation, a

Municipal Committee or Board, a town area committee, a notified area committee and a Cantonment Board;

2. An officer owning a house either in his own name or in the name of any member of his family at the place of his 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.
3. When after a Government residence has been allotted to an officer, he or any member of his family becomes owner of a house at the place of his duty or in an adjoining Municipality, such officer shall notify the fact to the Estate Officer within a period of one month from the date the house is let out or occupied, or the date of completion, whichever is earlier.

4. Allotment to husband and wife- Eligibility in cases of officers who are married to each other.

1. No officer shall be allotted a residence under these rules if the wife or the husband, as the case may be, of the officer has already been allotted a residence unless such residence is surrendered.

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

2. Where two officers in occupation of separate residences allotted under these rules marry each other, they shall, within one month of the marriage, surrender one of the residences.
3. If a residence is not surrendered as required by sub-

rule 2, the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type, the allotment of one of these quarters, as the Estate Officer may decide, shall be deemed to have been cancelled on the expiry of such period.

4. Where both husband and wife are employed under the eligible offices, the title of each of them to allotment of a residence under these rules shall be considered independently.
5. Notwithstanding anything contained in sub-rules 1 to 4 above:
 - (a) If a wife or husband, as the case may be, who is a allottee of a residence under these rules, is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, she or he, as the case may be, shall surrender any one of the residences within one month of such allotment;

Provided that this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any Court.

- (b) Where two officers, in occupation of separate residences at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, anyone of them shall surrender any one of the residences within one month of such marriage.
 - (c) If a residence is not surrendered as required under clause (a) or clause (b), the allotment of the residence made. under these rules shall be deemed to have been cancelled on the expiry of such period.

5. Classification of residences

Save as otherwise provided by these rules, an officer

will be eligible for allotment of a residence of the type shown in the table below :-

Type of Residence	Monthly emoluments as on first day of concerned Allotment year #
I	Less than Rs 3050
II	Less than Rs. 5500/- but not less than Rs. 3050/-
III	Less than Rs. 8.500/- but not less than Rs. 5500/-
IV	Less than Rs. 12000/- but not less than Rs. 8.500/-
V	Less than Rs. 18400/- but not less than Rs. 12000/-
VI	Less than Rs. 24,500/- but not less than Rs. 18,400/-

(Pay entitlement as per recommendations of Fifth Pay Commission)

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

Type VII - Less than Rs. 26000 but not less than Rs. 24,500.

Type VIII - Rs. 26,000 and above.

6. Application for allotment.

1. Every Government Officer in occupation of a Government accommodation shall submit his application in such form and manner and by such date as may be specified by the Estate Officer concerned in this behalf.
2. In the case of officers not in occupation of a Government accommodation, the concerned Estate Officer shall invite applications in such form and manner and before such date as may be specified by him.
However, officials not in occupation of Govt. accommodation, may apply for Govt. accommodation as and when they become eligible for allotment under

these rules.

3. An officer joining duty in any one of the eligible offices on first appointment or on transfer at a station where the residential accommodation of the departmental pool under the control of the concerned Head of Department is located, may submit his application to the concerned Estate Officer within a month of his joining duty.
4. Application received under sub-rule (3) upto the last day of calendar month shall be considered for allotment in the succeeding month.

7. Allotment of residences and offers.

-

- I. Save as otherwise provided in these rules, a residence, falling vacant, will be allotted by the Estate Officer preferably to an applicant desiring a change of accommodation in that type under the provisions of rule 13 and if not required for that purpose, to an applicant without accommodation in that type having earliest priority date for that type of residences subject to following conditions :-
 - i. The Estate Officer shall not allot a residence of type higher than that to what the applicant is eligible under rule 5.
 - ii. The Estate Officer shall not compel any applicant to accept a residence of a lower type **than to** what he/she is eligible under rule 5.
 - iii. The Estate Officer on request from an applicant for allotment of a lower category residence, might allot to him/her a residence next below the type for which the applicant is eligible under rule 5 on the basis of his/her priority date for the same.

2. The Estate Officer may cancel the existing allotment of an officer and allot to him an alternative residence of the same type or in emergent circumstances, an alternative residence of the type next below the type of residence in occupation of the officer, if the residence in occupation of the officer is required to be vacated.
3. A vacant residence may, in addition to the allotment to an officer under sub-rule (1) above, be offered simultaneously to other eligible officers in order of their priority dates.

8. Non-acceptance of allotment or offer or failure to occupy the allotted residence after acceptance.

1. If any officer fails to accept the allotment of a residence within five days or fails to take possession of that residence after acceptance within eight days from the date of receipt of the letter of allotment, he shall not be eligible for another allotment for a period of one year from the date of the allotment letter.
2. If an officer occupying a lower type residence is allotted or offered a residence of the type for which he is eligible under rule 5 or for which he has applied under rule 7 (1)(iii), he may, on refusal of the said allotment or offer of allotment, be permitted to continue in the previously allotted residence on the following conditions, namely :-
 - (a). that such an officer shall not be eligible for another allotment for the remaining period of the allotment year in which he has declined the allotment or offer;
 - (b). while retaining the existing residence, he shall

be charged the same licence fee which he would have had to pay under FR 45-A in respect of the residence so allotted or offered or the licence fee payable in respect of the residence already in his occupation, whichever is higher.

9. Period for which allotment subsists and the concessional period for further retention.

1. An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until:
 - a) The expiry of the concessional period permissible under sub-clause (2) below, after the officer ceases to be on duty in an eligible office on the concerned station;
 - b) It is cancelled by the Estate Officer or is deemed to have been cancelled under any provision in these rules;
 - c) It is surrendered by the officer; or
 - d) The officer ceases to occupy the residence.
2. A residence allotted to an officer may, ' subject to sub-rule (3) be retained on the happening of any of the events specified in column (1) of the table below for the period specified in the corresponding entry in column (2) thereof, provided that the residence is required for the bonafide use of the officer or members of his family:-

Sl No.	Events	Permissible period for retention of the residence.
i.	Resignation, dismissal or removal from service,	One month

- termination of service or
unauthorised absence
without permission
- ii. Retirement or terminal leave Two months on normal licence fee and another two months on double the normal licence fee. On medical/ educational ground, further retention of two months on payment of four times the normal licence fee and subsequent two months on payment of six times the normal licence fee. The allottee will be required to apply for retention of Government accommodation on medical/ educational grounds before the expiry of initial period of four months, duly supported by documentary proof for consideration and approval of the Estate Officer.
- iii. Death of the allottee Twelve months An additional period of twelve months, if the deceased or his/ her dependant do not own a house at the place of posting.
- iv. Transfer to a place outside the place of posting. Two months
- v. Transfer to an ineligible office at the place of posting. Two months
- vi. On proceeding on foreign service in India Two months

X.	Deputation outside India	For the period of deputation but not exceeding six months.
xi.	Leave on medical grounds	For full period of leave
xii	On proceeding on training (Departmental) in India or abroad including Colombo Plan	For full period of training
xiii	Study Leave in or outside India	<p>(a) In case the officer is in occupation of an accommodation below his entitlement, for the entire period of the study leave.</p> <p>(b) In case the officer is in occupation of entitled type of accommodation, for the period of study leave but not exceeding six months. Provided that where the study leave extends beyond six months, the officer may be allotted alternative accommodation, one type below his entitlement, on the expiry of six months or from the date of commencement of the study leave if so desired by the allottee.</p>

Explanation I Where an officer on transfer or foreign service in India is sanctioned leave and avails of it before joining duty at the new office, he may be permitted to retain the residence for the period mentioned against items (iv), (v), (vi) and (vii) or for the period of leave, whichever is more.

Explanation II Where an order of transfer or foreign service in India is issued to an officer while he is already on leave, the period permissible under Explanation I, shall count from the date of issue of such order.

3. Where a residence is retained under sub-rule (2), the allotment shall be deemed to be cancelled on the expiry of the admissible concessional periods unless immediately on the expiry thereof, the officer resumes duty in an eligible office at the place of retention of quarter.
4. Where an officer is on medical leave without pay and allowances, he may retain his residence by virtue of the concession under item (xi) of the table below sub-rule (2) provided he remits the licence fee for such residence in cash every month and where he fails to remit such licence fee for more than two months, the allotment shall stand cancelled.
5. An officer who has retained the residence by virtue of the concession under item (i) or item (ii) of Table below sub-rule (2) shall, on re-employment in an eligible office, within the period specified in the said Table, be entitled to retain that residence and he shall also be eligible for any further allotment of residence under these rules.

Provided that if the emoluments of the officer on such , re-employment do not entitle him to the type of

residence occupied by him, he shall be allotted a lower type of residence.

6. Notwithstanding anything contained in sub-rule (2) or sub-rule (3) or sub-rule (4) or sub-rule (5), when an officer is dismissed or removed from service or when his services have been terminated and the Head of the Department, in respect of the office in which such officer was employed immediately before such dismissal, removal or termination, is satisfied that it is necessary or expedient in the Public interest so to do, he may require the Estate Officer to cancel the allotment of the residence made to such officer either forthwith or with effect from such date prior to the expiry of the period of one month referred to in item (i) of Table below rule(2) as he may specify and the Estate Officer shall act accordingly.

NOTE:- In the N-E region, where common cadre for the officers(S.O. & above) is maintained for all North Eastern A&E and Audit offices, officers on their transfer for fixed tenure on administrative grounds within N-E offices of IA&AD may be permitted to retain the allotted residences at their last place of posting for a maximum period of 18 months on payment of normal licence fee. This concessional period will also be permissible for other officials (Supervisors & below) who are posted out from their present place of posting in similar circumstances.

Provisions / orders prescribed by Ministry of Urban Development & Poverty Alleviation, Directorate of Estates regarding retention of residential accommodation by Govt. employees and officers posted in J&K State shall also be applicable in Departmental Pool Accommodation of IA&AD.

10. Provisions relating to licence fee.

1. Where an allotment of accommodation or alternative accommodation has been accepted, the liability for

licence fee shall commence from the date of occupation or the eighth day from the date of receipt of allotment letter, whichever is earlier.

An officer who, after acceptance, fails to take possession of that accommodation within eight days from the date of receipt of the allotment letter, shall be charged licence fee from such date upto a period of twelve days provided that nothing contained herein shall apply where the C.P.W.D. certifies that accommodation is not fit for occupation and as a result thereof, the officer/official does not occupy the accommodation within the period aforesaid. Such government servant would also not be entitled to HRA for the period of twelve days for which the licence fee is charged from him.

2. Where an officer, who is in occupation of a residence, is allotted another residence and he occupies the 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 therefor, for a period of 15 days for shifting to the allotted accommodation in change.

Provided that if the former residence is not vacated within 15 days as aforesaid, the officer shall be liable to pay damages for use and occupation of the said residence, services, furniture and garden charges as may be determined by the Government from time to time, with effect from sixteenth day from the date of acceptance of new residence.

11. **Personal liability of the officer for payment of licence fee till residence is vacated.**

1. The officer to whom a residence has been allotted shall be personally liable for the licence fee thereof and for any damages 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 of these rules, until the residence alongwith the outhouses appurtenant thereto have been vacated and full vacant possession thereof has been restored to Government. The allottee shall be required to sign an inventory of furniture and fittings when he takes over possession. At the time of vacation, he will have to hand over complete charge of all items taken over by him at the time of taking over the possession of the house.
2. Officer to whom a residence has been allotted shall be personally liable for the use of residential accommodation for any unauthorised purposes whatsoever.

12. Surrender of an allotment and period of notice

1. An officer may at any time surrender an allotment by giving intimation so as to reach the Estate Officer at least ten days before the date of 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 Estate Officer or the date specified in the letter, whichever is later. If he fails to give due notice, he shall be responsible for payment of licence fee for ten days or the number of days by which the notice given by him falls short of ten days, provided that the Estate Officer may accept a notice for a shorter period.

2. Such an officer who surrenders the residence under sub-rule (1) shall not be considered again for allotment of Government accommodation at the same station for a period of one year from the date of such surrender. However, he may be considered by the Estate Officer before the expiry of one year, if there are no other applicants.

13. Change of residence.

1. An officer to whom a residence has been allotted under these rules may apply for a change to another residence of the same type or a residence of the type to which he is eligible under rule 5, whichever is lower. Not more than one change shall be allowed in respect of one type of residence allotted to the officer.
2. An officer who intends to change the accommodation already allotted to him shall make application in the prescribed form to the Estate Officer. After acceptance by the Competent Authority, the name of the applicant shall be included in the waiting list. For accommodation of type IV (Special) and higher types, including hostel accommodation (if any), the interse position in the waiting list of employees seeking change of accommodation shall be based on the date of priority i.e. earliest date from which the officer has been continuously drawing emoluments relevant to the particular type. Officers drawing higher emoluments will be placed senior to those who are in receipt of lower emoluments. Interse-position in the waiting list of employees seeking change of accommodation of type I to type IV shall, however, continue to be determined on the basis of the date of receipt of the prescribed applications to the Estate Officer concerned i.e. on "first come first served" basis.

3. Change shall be offered in order of seniority determined in accordance with sub- rule (2) and having regard to the officer's preferences as far as possible. Provided that no change of residence shall be allowed during a period of six months immediately proceeding the date of superannuation.
4. If an officer fails to accept a change of residence offered to him within five days of the issue of such offer of allotment; he shall not be considered again for a change of residence of that type.
5. An officer who, after accepting a change of residence, fails to take possession of the same, shall be charged licence fee for such residence in accordance with the provisions of the sub-rule (1) of rule 10 in addition to the normal licence fee under PR 45-A for the residence already in his possession, the allotment of which shall continue to subsist.

13(A). Change of Residence in the Event of Death of Member of Family.

Notwithstanding anything contained in Rule 13, an officer may be allowed a change in residence on the death of any member of the family, if he applies for a change within three months of such occurrence, provided that the change will be given in the same type of residence.

14. Mutual Exchange of Residence.

Officers to whom residences of the same type have been allotted under these rules may apply for permission to mutually exchange their residences. Permission for mutual exchange may be granted only when both the residences are in same type/ category and locality and if both the officers are reasonably expected to be on duty in eligible offices at

the same station and to reside in their mutually exchanged residences for atleast six months from the date of approval of such exchange

15. Transfer to a non — family station

If an officer is transferred to a station where he is not permitted or advised by Government to take his family with him and the residence allotted to him under these rules is required by the family for the bonafide educational needs of his children, he may be allowed, on request to retain the residence on the payment of licence fee under FR 45-A, till the end of current academic session of his children at the old station. After that, Estate Officer will be constrained to cancel the allotment of the residence in question unless the retention is covered under provision of relaxation in this regard. (Government of India orders regarding retention of accommodation in North-Eastern states & J & K refers).

16. Maintenance of Residences.

1. The officer to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the Estate Officer or Central Public Works Department or the Municipal Corporation as the case may be. Such officer shall not grow any tree, shrubs or plants or erect any structure contrary to the instructions issued by the Government or Central Public Works Department nor cut or lop-off any existing tree, shrubs in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the Central Public Works Department. Trees, plantation or vegetation, grown in contravention to this rule may be caused to be removed by the Central Public Works Department at the risk and cost of the officer concerned.
2. The officer to whom a residential accommodation/quarter

has been allotted shall not keep any animal like cow, dog, cat, horse, goat, buffalo or birds etc. in his residence without the specific approval of the Estate Officer.

17. Subletting and sharing of residence.

1. No officer shall share the residence allotted to him or any of the outhouses, garages and stable appurtenant thereto, except with the employees of the IA&AD eligible for allotment of residences under these rules with the prior permission of the Estate Officer. The servant quarters, outhouses, garages and stables may be used only for the bonafide purposes, including residence of the servants of the allottee or for such other purposes as may be permitted by the Estate Officer.

Provided that the officer shall send prior intimation to the Estate Officer in such form as may be prescribed by him intimating full particulars of the officer and his/her family residing in the quarter and the full particulars of the sharer and his family.

2. No officer shall sublet the whole or part of his allotted residence.

Provided that an officer proceeding on leave may accommodate in the residence any other officer eligible to share Government accommodation as a Caretaker, for the period specified in rule 9(2), but not exceeding six months, with prior permission of the Estate Officer.

3. Any officer who shares or sublets his residence shall do so at his own risk and responsibility and shall remain personally responsible for any licence fee payable in respect of the residence and for any damage caused to the residence or its precincts or grounds or services provided therein by Government beyond fair,

wear and tear.

18. Consequences of breach of rules and conditions.

- (1) If any officer to whom a residence has been allotted, unauthorisedly sublets the residence or charges licence fee from the sharer at a rate which the Estate Officer considers excessive or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for purposes other than that for which it is meant or tampers with the electricity or water connection or commits any other breach of rules or other terms and conditions of the allotment or uses the residence or premises or permits or offers the residence or premises to be used for any purposes, which the Estate Officer considers to be improper or conducts himself in a manner which, in his opinion, is prejudicial to the maintenance of harmonious relations with his neighbours or conducts himself in such a manner as to disturb peace in the residential complex or colony in any manner or utilizes or cause to be utilized common facilities for unauthorised purposes such as parties etc without the consent of Estate Officer, has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Estate Officer may, without prejudice to any other disciplinary action that may be taken against him,

cancel the allotment of the residence.

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

- (2) If an officer sublets a residence allotted to him or any portion thereof or any of the outhouses, garages or stables appurtenant thereto in contravention of these

rules, he may, without prejudice to any other action that may be taken against him, be charged such damages from the date of cancellation of allotment as may be fixed by the Central Government from time to time in this respect.

- (3) Where action to cancel the allotment is taken on account of sub-letting of the premises by the allottee, a period of 60 days shall be allowed to the allottee, and any other person residing with him therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of sixty days from the date of the orders for the cancellation of the allotment whichever is earlier.
- (4) Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relationship with neighbours, the officer, at the discretion of the Estate Officer may be allotted another residence in the same class at any other place/block.
- (5) The Estate Officer shall be competent to take all or any of the actions under sub-rules (1) to (4) of this Rule and also to declare the officer to be ineligible for allotment of residential accommodation for the remaining period of his/her service and Estate Officer shall intimate the competent authority for initiating disciplinary proceedings for major penalty under the relevant rules.
- (6) Where any penalty under this rule is imposed by Estate Officer, the aggrieved person, may, within thirty days of receipt of the orders by him or his employer imposing the penalty, file a representation to the Head of Department concerned and such persons shall be heard in person on the date intimated by the concerned competent authority in such orders.
- (7) The original order imposing the penalty- shall stand

unless it is modified or rescinded by the competent authority as a result of the representation.

19. Overstayal in residence after cancellation of allotment.

Where, after an allotment has been cancelled or is deemed to be cancelled under any provisions contained in these rules, the residence remains or had remained in occupation of the officer to whom it was allotted or of any person claiming through him, such officer shall be liable to pay damages for use and occupation of the residence, services, furniture and garden charges as may be determined by Government from time to time or twice the licence fee he was paying, whichever is higher.

Provided that an officer who was paying licence fee under FR 45-A may, in special cases, except in case of death, be allowed by the Estate Officer, to retain a residence for a period not exceeding six months beyond the period permitted under Rule 9 (2) *ibid* on payment of twice the standard licence fee under FR 45-A or twice the pooled standard licence fee under FR 45-A, whichever is higher, but not exceeding 30% of the emoluments (as defined under FR 45(C) last drawn by the officer. In the case of an officer who was not paying licence fee under FR 45-A, he may be allowed to retain a

residence for the same period on payment of twice the standard licence fee under FR 45-A or twice the pooled standard licence fee under FR 45-A or twice the licence fee that he was paying, whichever is higher.

Provided further that in the event of death of the allottee, his/her family shall be eligible to retain the Government accommodation for a further period of one year on payment of normal licence fee. The extended period of retention shall not be allowed in cases where the deceased officer or his/her dependant owns a house at the place of posting.

20. Interpretation of Rules.

If any question arises as to the interpretation of these rules, it shall be decided by the Comptroller & Auditor General of India. The decision of the Comptroller & Auditor General of India thereon shall be final.

21. Relaxation of Rules.

The Comptroller & Auditor General of India may, for reasons to be recorded in writing, relax all or any of the provisions of the rules in the case of any officer or residence or class of officers or type of residences. However in the field offices, DG/ PrAG/ PD/ AG may relax the provisions in following matters :-

- i) Allotment of accommodation for marriage purposes.
- ii) Allotment to physically handicapped officials.

Allotment in the above cases may be made as per the Govt. of India's orders in this regard in respect of General Pool Accommodation.

22. Eviction of unauthorized occupants

The Estate Officer shall exercise the powers conferred under the Public Premises (Eviction of Unauthorised occupants) Act, 1971.

23. Enabling clause

- (1) Notwithstanding anything contained in these rules, the orders issued by the Government of India in respect of recovery of licence fee and allotment of Government accommodation or any other clarification in respect of the terms and conditions

thereof will also be applicable to the allottees of the residences under these rules in matters where these rules are silent.

However as and when the orders are issued by the Government of India (Directorate of Estates, New Delhi) or when any suggestion for addition/ deletion/ modifications is received from field offices requiring change to be inserted in these Allotment Rules, necessary correction slips will be issued by C & AG's office in order to maintain uniformity in the Allotment Rules.

(2) Continuance of allotment made prior to the issue of these rules:-

Any valid allotment of a residence under the rules which is subsisting immediately before the commencement of these rules shall be deemed to be an allotment made under those rules, notwithstanding that the officer to whom allotment has been made is not entitled to a residence of that type under Rule 5; all the preceding provisions of these rules shall apply in relation to that allotment and that officer accordingly.

SECTION - B

Allotment Rules for Departmental
Guest houses in IA&AD.

No. 208 /Estates/43-2002

15.12.2005

To

All the heads of the offices,
Under IA&AD

Subject: - Allotment Rules of Departmental Guest Houses.

Sir/ Madam,

I am to invite a reference to Headquarter's letter no. 137-Estates/43-2002 dated 30.09.2004 forwarding therewith rules of guest houses after carrying out some amendments for implementation. Some of the field offices have pointed out that they have not received the amended version of the guest houses rules. Therefore, a copy of the amended rules of guest houses, revision of rates of rent etc. is again forwarded herewith for reference and implementation in respect of the guest houses under your control.

Kindly acknowledge receipt.

Encio: - As above

Yours faithfully,

—Sd—

(O.P. Antil)

Sr.Admn.Officer(Estates)

DEPARTMENTAL GUEST HOUSE
(INDIAN AUDIT & ACCOUNTS DEPARTMENT)

RULES, 1982

(AMENDED UP TO 01.10.2004)

1. The rules may be called the Departmental Guest Houses (IA&AD) Rules, 1982.
2. They shall come into force on the 1st day of August, 1982.
3. In these rules, unless the context otherwise requires: -
 - (a) "Guest House" includes Inspection Bungalows, Inspection Quarters, Holiday Homes and Rest Houses set up in the IA&AD.
 - (b) "Competent Authority" means the Head of Department in the IA&AD in whose jurisdiction the guest house lies.
4. The Guest Houses will be directly under control of the Estate Officer or the Head of office-in-charge of the buildings in which they are situated or any such other officer as may be nominated by the Head of the Department.
5. Gazetted Officers and staff of the IA&AD may occupy the guest houses while on official tour.
6. Officers of the Central Govt./State Governments and local administrations may also be permitted by the competent authority to occupy the guest houses when these can be spared without inconvenience to the personnel of the IA&AD. But their stay will be limited to a maximum period of ten days at a time. The guest houses occupied by these officers will have to be vacated at 24 hours notice if required by the officers of the IA&AD on duty.
7. No one is permitted to occupy the Guest House situated at his own Headquarters except that when an officer of the IA&AD is transferred to or from a station

or is returning from long leave to a station where there are guest houses, he may occupy those for a period not exceeding 7 days, provided in the case of officers returning from long leave, the guest house is not required by any other officers of the IA&AD on Govt. duty. The period of seven days may, however, be extended with the prior approval of the competent authority.

8. Personnel of the IA&AD who are on leave or who have retired from service in IA&AD may occupy the guest house for a period not exceeding 7 days so long as this is not required by departmental officers on tour in their official capacity. The guest house so occupied, will have to be vacated at 24 hours notice if required by the departmental officers on duty. The period of seven days may however be extended with the prior approval by the competent authority.
9. With effect from 01.11.2004, the rates of rent per day or part thereof in the guest houses under IA&AD will be as follows: -

Type of Accommodation	IA&AD Personn el (on duty)	IA&AD Personnel (on transfer / not on duty / retired persons)	Near relations of the IA & AD personnel and officers of other govt. departments
Dormitory (Per bed)	20	30	30
Single bed Room	35	45	70
Double bed room	50	70	100
VIP Suites	60	80	120

Note: -

- (i) The above rates will be charged for the single/double bed room or as the case may be and not per head.
- (ii) For every additional person exceeding 12 years of age, all inclusive rates will be increased by 50%.

for Air-conditioners, Heater, Geysers and Quilt/Blanket etc.

- (v) In case, the Air-conditioners are not fitted in the guest house, 10% of the proposed rate will be discounted.
10. Applications for occupation of guest house should ordinarily be sent to the officer in charge at least seven days prior to the dates on which the guest houses are required.
 11. In case there are two or more persons requiring guest houses for the same or overlapping periods, the accommodation will be reserved for officers/staff strictly according to the priority of receipt of applications irrespective of rank. In case, where requisitions are received at the same time from two officials for the reservation of guest house, priority should be given to the senior officer.
 12. A register will be kept at the guest house in which all the occupants shall be required to enter the names, designations, headquarters, residential address, date and time of arrival and departure, rent due and paid etc.
 13. The occupants are required to pay in cash without fail, to the officer-in-charge, the rent and other charges due, before they vacate the guest house. For the purpose of recovery of rent, a caretaker or watchman may be authorized to collect the rent and other dues if any which will be duly brought to account by the officer-in-charge every month. In case of failure on their part to do so, it should be brought to the notice of the competent authority. A note should be made by the officer-in-charge in the register showing the date of remittance of money to Government account.
 14. The officer-in-charge should also maintain a list of furniture and other articles in the guest house and a copy thereof should be displayed in the guest rooms.

15. Persons occupying the guest houses shall be responsible for any damage caused by them to the buildings, fittings, furniture etc. No part of guest house should be used for any other purpose for which it is not intended.
16. The register maintained by the officer-in-charge of the guest house should be put up monthly to a gazetted officer nominated by the competent authority. It will also be subject to scrutiny during their visit to the station for inspection purposes.
17. The stock of furniture, utensils, fittings, crockery, cutlery etc. should be physically verified on 1st April every year.
18. All complaints regarding guest houses should be addressed to the competent authority.
19. These rules should be prominently exhibited in the guest houses for the information and guidance of occupants.
20. The competent authority shall issue such administrative instructions as considered necessary for proper administration, maintenance and up keep of the guest house.
21. Consequent on the coming into force of these rules, the rules for occupation of the departmental guest houses of the IA&AD, 1971 shall stand repealed.
22. Any damage to furniture, crockery, fixture or fittings caused by a guest shall be charged separately in addition to the rent. In case of dispute, decision of the Head of the Department shall be final.
23. Electricity points (lights, fans, air conditioners, geyser etc.) should be switched off when the room is not in use to conserve energy and also to avoid any fire.

24. Person suffering from infectious or contagious disease should not be allowed to occupy the rooms in the guest house.
25. Cooking of food is permitted only in kitchen and not inside the living room.

