26.11.2019

Appendix 'A' to Estate Section circular No. ECM.2(15)/2012 dated

(a) JIPMER Institute is mutatis mutandis following the guidelines issued and amended from time to time by Govt. of India, Ministry of Urban Development, Directorate of Estates, Nirman Bhavan, New Delhi for allotment of Government quarters. The comprehensive guidelines are available in FR & SR, Part I (General Rules) under the chapter of Govt. Residence Allotment Rules.

(b) Staff members who seek allotment of a residence or change of quarters shall submit an application to the Director through their respective department for consideration of allotment. After receipt of application, the quarters allotment will be made from amongst staff members those who have submitted the applications based on priority/as per Govt. guidelines.

(c) To prepare the priority list for allotment of quarters, personal particulars of staff member like name, designation, date of birth, pay matrix level, date of drawal of present pay & previous grade pay etc. are necessary and are required to be provided by the applicant who seek the allotment of quarters. It shall be the responsibility of the employees to provide the correct and up to date information as mandated in the rules and so that their applications for the allotment are properly registered.

(d) Staff members will be asked to submit their request for allotment of quarters through their respective department by Ist week of December every year to Estate Section for preparing the priority list for allotment of quarters as on 01 January of every year and on the basis of this priority list, allotment of quarters to eligible persons will be made for the ensuing calendar year.

(e) Priority lists for allotment of quarters will be valid for one year and no application will be entertained during the intervening period of allotment year except, in fresh appointment cases. i.e. those employees who are applying for first time after joining JIPMER service.

(f) A unified waiting list shall be prepared for each type of accommodation, names of the applicants applied for initial as well as for change of accommodation and shall be prepared as per entitlement for a type of accommodation.

(g) The date of priority in respect of each type of accommodation shall be determined on the basis of the date of joining of the employee in the Institute and the eligibility for the type of accommodation shall be decided as per the level of the applicant in the pay matrix.

(h) If Staff member whose name is registered for allotment of quarters is not interested in JIPMER quarters on one reason or other at a later date, it is the responsibility of staff member that he should inform the same to Estate Manager for deletion of his name from the waiting list. Because, consequence on this condition that if staff member is refused the allotment of quarters based on the priority list, he will not eligible for another allotment/grant of H.R.A for a period of one year from the date of issue of allotment order.

(i) The priority date of two or more Officers is same, the inter-se seniority of the Officers for breaking the tie is determined on the basis of higher level pay and Date of Appointment in JIPMER and Date of retirement on superannuation.

(j) The enhanced rate of license fees and water charges i.e. three times of normal fees will be charged till the seniority is matured for all out of turn allotment on medical/essential grounds in accordance with GOI, Directorate of Estates, O.M. No. 12035/11/97-Policy-II (Pt.) dated 28.10.2010.

(k) If staff members vacate the quarters on resignation/transfer or change of residence and vacated the quarters on the own request in between of the calendar month, it is responsibility of staff vacating quarters to pay the electricity bill on floating the proforma invoice by electricity department during first week of following the month of vacation of quarters and after payment of bill, copy of the bill has to be handed to Estate Section for records.

Contd ... P/2 ...

(l) The servant quarters and car garage to Government residence will be allotted to staff members for the bonafide residential requirements of the paid domestic servant of the allottee and car parking and the same should be utilized for the purposes for which they are provided.

(m) At the time of vacation of the higher type quarters like D-II/V-A, V-B and C-II, it is the responsibility of allottee to vacate the govt. residence along with servant quarters and car garage duly paid the up to date electricity charges. In case, staff members have engaged the maid servants, they have also to be vacated from the quarters on the same day when main residence is vacated.

(n) The occupants are responsible to keep their premises in good condition and take due care of the fittings etc. in their quarters. In case of any damage/loss of property, by an act of negligence, misconduct improper use etc. on the part of the allottee or any other person including the inmates of the outhouse, the administration reserves its right to recover the cost/repair charges from the allottee. Also Staff members at the time of vacation of JIPMER quarters should hand over the inventories like furniture, joinery, fans, lights, civil/electrical/CP/Sanitary fixtures, HAVC and telephone instrument (for Type E and above) wherever applicable in proper condition.

(o) Due to demand of ground floor accommodation (particularly for Type-I, H, II, G & E/IV) from staff members and shortage of ground floor accommodation, it has been decided by the Competent Authority that only first floor accommodation will be allotted initially to staff member who seek the allotment of quarters.

(p) In accordance with S.R. 317-B-21 of Government Resident Allotment Rules, in case, the allottee commits breach of the terms and conditions of the allotment of quarters or uses the residence for any purpose other than that for which it is meant or the competent authority considers to be improper or conducts himself/herself in a manner which in his opinion is prejudicial to the maintenance of harmonious relations with his/her neighbours, the competent authority may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence.

(q) CPWD/HLL who are giving engineering support to JIPMER is the appropriate authority for repair and maintenance works of Residential accommodation. Hence, the staff member has to collect the key of quarters from Estate Section immediately on acceptance of quarters allotment after signing in Register for taking over of JIPMER quarters and if necessary the key is required to be further handed over to the CPWD/HLL authorities to undertake the white wash and repair works, Civil as well as Electrical.

(r) At the time of vacation of quarters the charge of the accommodation and its key must be handed over to Estate Section as it is condition when the quarters was taken by the staff member as additions/alterations of structural character will not be permitted in Residence. Further, the allottee has to hand over the quarters without leaving the garbage, debris and junk which are discarded by the employee vacating quarters as this often leads inconvenience to new allottee and neighbours.

Contd … P/3 …

(s) There is a presumption that as per Directorate of Estates, New Delhi letter No. 12035/28/96-Pol.II(Vol.II) dated 31-07-2013, the allottee of General Pool accommodation can retain the residence on retirement upto six months, as the case may be, automatically at one go without any request or production of certificate by the Allottees under SR-317-11. In this connection, it is submitted that JIPMER Institute is mutatis mutandis following the guidelines of Directorate of Estates, New Delhi and as such implementing these guidelines without modification and approval of the Competent Authority for retention of JIPMER quarters will lead to administrative problems like issue of no dues certificate to allottee on retirement, applicability of retention period (06 or 08 according to allotment date prior or after 01-07-2013) and collection of licence fees from retiree. Hence, it has been decided by the Competent Authority to implement the above guidelines in order to overcome administrative issues and maintain uniformity in retention of quarters on retirement with slightly modified which is suitable to prevalent working scenario in JIPMER for allotment of JIPMER pool accommodation as follows :-

- As per SR-317-B-11, the Occupants will only be permitted with the approval of Competent Authority to retain the JIPMER quarters on the happening of any of the events specified in the retention schedule of said rule for the period specified thereof except on retirement, the allottee can eligible to retain the accommodation for six months only on payment of normal rate of licence fees, provided that the residence is required for the bona fide use of the Staff member or members of his family. After that no extension will be granted on any grounds as there is lot of demand from the employees of JIPMER and number of persons are waiting in the priority list for allotment of the quarters since long.

- Provided that Staff members in exceptional circumstances as a special case, permission to retain the residence under S.R. 317-B-22 beyond retention schedule will be granted for the special reason involving (i) serious illness where one or the other member of the family cannot be moved on medical advice or (ii) where one or more children are to take a final examination within the period of extension for which enhanced rate (available with Estate Section) of licence fees and water charges will be charged from the allottee.

(t) In accordance with GOI, Directorate of Estates, O.M. No. 12035/11/97-Policy-II (Pt.) dated 28.10.2010 and amended vide O.M. No. 12035/11/97-Policy-II (Pt.) dated 12.01.2012, the allottee has to pay enhanced rate of three times of licence fees for all out of turn allotment in their eligible type of quarters till reaches the seniority in the current priority list for allotment of eligible type of Govt. residence. Accordingly, we are charging the enhanced rate of licence fees and water charges for out of turn allotment in eligible type of quarters due to non-availability of sufficient quarters and number of persons are eagerly waiting for allotment of JIPMER quarters.

Hence, in this situation, policy guidelines mentioned above shall have overriding effect on allotment of Government accommodation of a type higher than their entitlement on their own request and at present it is not feasible to allot the JIPMER quarters higher than their eligibility till improvement of sufficient quarters in our Institute.

(u) After occupation of the Government quarters by the allottee, the Occupant is automatically governed under the provisions of Government Residence Allotment Rules.

(v) The Occupant who has occupied the JIPMER quarters except MSR (New) quarters has to be paid electricity charges every month directly to the Electricity Department, Puducherry as per consumption on floating the proforma invoice by electricity department during first week of following the month. In case electricity charges if any which is pertains to vacant period is pending,

Contd ... P/4 ...

the same will be paid immediately by the allottee as and when the quarters is occupied by him/her after verification of particulars of electricity bill from Estate Section. After payment, the allottee may be processed the application alongiwth proforma invoice and receipt for re- imbursement.

(w) The Senior Residents who occupy the MSR (New) quarters have to be pay the Electricity Charges @ Rs. 1.50 per unit (as revised from time to time) on the basis of Electricity Reading which are being received from the Engineering Division, JIPMER every month, by cash directly to the Cashier, Cash Section, JIPMER after collecting challan from Estate Section till Electricity service connection for individual quarters are obtained from the Electricity Department, Puducherry.

(x) Of late, it is experienced that although two Committees viz House Allotment Committee and Estate Advisory Committee are monitoring the allotment of JIPMER quarters to Staff members based on the Govt. guidelines, some Employees had directly approached other Committees/Dignitaries to achieve their goal to allot the quarters on the plea of one or other reasons by concealing actual fact which creates unnecessary correspondence at all levels. Since the procedures of allotment of quarters have been streamlined according to policy guidelines and nowadays priority lists for allotment of quarters are being uploaded in JIPMER website for information of Staff members regarding fair and transparency of procedures, the Staff members may feel free to approach any designated Dignitaries to redress their grievances, at the same time the Staff members those who applying for redressal of grievances in connection with allotment of quarters may be advised to provide valid supporting details within ambit of rules before registering the case so that misleading the facts can be avoided and violation of rules if any can be rectified.

(y) Although some Staff drawing of grade pay of Rs. 5400/- (including persons are drawing grade pay of Rs. 5400/- on MACP) are in seniority list for allotment of Type E/IV quarters, we are considering the request of Faculty members for allotment of Type E/IV quarters irrespective their seniority for the time being due to the reasons that their services are essentially required in concerned department and services of faculty members can be utilized promptly if they stay in JIPMER Campus. They are also willing to accept lower type quarters irrespective their eligibility type of quarters on the grounds that they are facing difficulties for attending daily duties from outside JIPMER Campus area. Henceforth the Type E/IV quarters may be allotted only to eligible persons those who are drawing grade pay of Rs. 5400/- & Rs. 6600/- and Faculties those who are drawing higher grade pay than Rs. 6600/-.

(z) Eligibility criteria for allotment of JIPMER quarters are mentioned in table below :-

S/No	Type of quarters	No of quarters available	Pay Matrix (7th CPC)	Eligibility Grade Pay (6th CPC)
1	Type. I/H	136	1	Rs.1300, Rs.1400, Rs.1600, Rs.1650 and Rs.1800
2	Type. G/II	163	2,3,4 & 5	Rs.1900, Rs.2000, Rs.2400 and Rs.2800
3	Type. F/III	56	6,7 & 8	Rs.4200, Rs.4600 and Rs.4800
4	Type. E/IV	52	9,10 & 11	Rs.5,400 to Rs.6,600
5	Type. D-II/V-A	38	12	Rs.7,600 and Rs.8,000
6	Type. V-B	26	13 & 13A	Rs.8,700, Rs.8,900 and Rs.9,500
7	Type. C-II	13	14	Rs.10,000 and Rs.10,500
8	MSR (only for married Senior Residents	40	11	Rs. 6,600