

GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (B) DEPARTMENT

NO.GAG(B) 105/2003/118, Dated Dispur, the 6th August. /2004.

// OFFICE MEMORANDUM //

The question of adopting certain principles regarding allotment of Government residential accommodation to the Government Officers and staff has been under consideration of the Government for sometime past & in the present situation of shifting of people from Dispur Capital Complex for construction of permanent Sectt. Buildings, there are acute shortage of Govt. Quarters for providing alternative accommodations to the occupants of the Quarters residing in the demolition zone at Capital Complex, it will not be possible to maintain allotment of Govt. Quarters as per entitlement indicated in the office Memorandum NO.GAG(B) 172/2002/70, dtd. 8-11-2002. So, it has been decided to outline the following principles for regulating allotment of Govt. Quarters.

1. Entitlement of Quarters

Categories of officers.

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| a) <u>Type Sr. Officers' Qr./Duplex-I</u>
Duplex-II at Khanapara/IV. | Officers of the rank of Secretary and above. |
| b) Type IV/HIG(Rukminigaon) | Addl. Secretary/Joint Secretary. |
| c) Type V/HIG (Rukminigaon) | Deputy Secretaries Sr.F.A. Joint Directors of Research Services, Chief of Division in Planning Deptt. Special Officer of Stenographers etc, and the officers drawing pay scale equivalent to Deputy Secretary in Sectt. Service. |
| d) Type VI/MIG-I(Hudco) | Under Secretary, Superintendent Sr. Research officer, Research officer, A.R.O. Steno (Gr.I Sr. Grade) Financial Adviser, Language officer and Translator. |
| e) Type VII(M)VIII(M)
VIII(Ministerial)
MIG-II(Natboma)
LIG (HUDCO) | UDA/LDA/Steno-II & III/R.A/ Typist/Telephone Operator/ Lokokanya . |
| f) Type VIII(S)/LIG(HUDCO) | <u>Driver.</u> |
| g) <u>Type Grade IV Quarter</u> | <u>Grade IV employees.</u> |

Contd...2.

2. There shall be a discretionary quota of the Chief Minister of 15% of each the following types of quarters falling vacant in a Calendar year subject to a minimum of 1(one) quarter in each of the following types : (No special request will be considered if the prayer is not sent from Chief Minister's office with due approval of Chief Minister).

- 1. Type - VII(M)
- 2. Type - VII(S)
- 3. Type - VIII(M)
- 4. Type Grade -IV

Provided that no quarter will be kept vacant if there is no allotment from the Chief Minister's Quota.

3. Quarters for the transferable officers shall be for I.A.S/ A.C.S. officers posted in the Secretariat or the Head of the Department or the Corporation's etc, in the Greater Guwahati provided that preference shall be given for officers posted in the Secretariat and for Officers posted outside Secretariat only such officers will be entitled for when the concerned organisation does not provided house.

4. The authority competent to allot a quarter of Type IV and above will be a committee consisting of Chief Secretary as Chairman, Secretary, General Administration Department as Member Secretary and the Senior most officer in the Secretariat as Member.

5. Remaining quarters will be allotted by a Committee consisting of Secretary, General Administration Department as Chairman, Deputy Secretary, General Administration Department, Member Secretary and Secretary, P.W.D. as member.

6. Principle for allotment of quarters for transferable officers will be on the basis of date of joining in the Secretariat. In respect of non-transferable employee, the date (herein after called priority date) from which the employee has been holding a post shall be the basis for allotment of quarter as per his entitlement.

Explanation :- Both under Secretary and Superintendent are entitled to Type VI quarter. If an under Secretary of Secretariat Service applies for Type -VI quarter his priority date will be the date from which he has been holding the post of Superintendent.

7. A regular Government servant having house in greater Guwahati either in his own name or in the name of family members will not be eligible for allotment of Government Quarter in the Khanapara, Jawaharnagar, Rukmini Nagar, Natboma, Capital and HUDCO Complex. Further, he will have to vacate the Government Quarter within 3(three) years from the date of receiving of the 1st instalment of the House Building loan taken from Government/HUDCO or from any other financial organisation for House/Flat within G.M.C. area.

Note :- "Family Member means (i) wife or husband (ii) wholly dependent son or daughter or wholly dependent person having blood relation with the employee".

8. An employee desirous of allotment of quarter shall make an application to the Government in the prescribed form (Annexure -I).

9. An occupant of a quarter will not use it for subletting. He will also not keep animals other than pets in the Govt. Quarter complexes. If detected a high panel rent may be imposed in that case and disciplinary action/against him/her will be initiated

10. A residence allotted to an employee may be retained on the ground specified in column 1 of the table below for the period that the residence is required for the bonafide use of the officer and his family.

Grounds	Permissible period of relating of the residence.
1. Resignation, dismissal or removal from Service, termination of service.	6 (six) months.
2. Retirement.	
3. Death of allottee while in service.	
4. Transfer	2 months

11. The allotment of quarter will be made to an eligible applicant having the earliest priority date or earliest date of joining, as the case may be provided that where the priority date or date of joining of two or more employees is the same the preference for purpose of allotment of quarter shall be determin on the basis of following principles .

- a) An employee working in a post having higher pay scale will get preference over an employee in a lower scale of pay.
- b) Where pay scales are identical the employee in receipt of higher emoluments will get preference.
- c) Where emoluments are also equal the preference will be on the basis of length of service.
- d) Where even length of service is equal preference will be on the basis of date of birth.

12) If any employee falls to accept the allotment of a residence within 7 days of receipt of allotment order or fails to take possession of that residence after acceptance within ten days from the date of receipt of the letter of allotment, he will not be eligible for another allotment for a period of one year from the date of issue of allotment order. The employee who does not handover the old quarter after receiving of new quarter will have to pay house rent for both the quarter with panel rent.

13. The employee will be liable to pay twice the market rent for the residence but not exceeding 30% of the total emoluments last drawn by him if he occupies quarter beyond the period mentioned in para 12 or if his occupation is unauthorised.

NOTE : Emolument last drawn means emoluments drawn in the month when the Govt. servant is required to vacate the quarter because of transfer, retirement, resignation, dismissal /removal, death etc,

14. If any question arises as to the interpretation of the principles it shall be decided by the Government.

This supersedes all previous Govt. instructions issued in this regard and shall come into force with immediate effect.

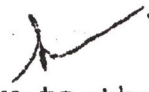
Sd/- S.C.Panda,
Commissioner & Secretary to the Govt. of Assam,
General Administration Department, Dispur.

Memo NO.GAG(B) 105/2003/118-A, Dated Dispur, the 6th Aug'2004.

Copy to :-

1. The all Commissioners and Secretaries /Special Secretaries/ Secretaries to the Govt.of Assam.
2. All Administrative Departments.
3. All Heads of Departments.
4. The Joint Secretary to the Governor of Assam.
5. The Joint Secretary to the Chief Minister, Assam.
6. The Private Secretary to all Ministers/Ministers of State
7. The Private Secretary to Chief Secretary, Assam.
8. The Secretary, Assam Legislative Assembly.
9. The Estate Officer, P.W.D. (Building), Dispur.

By order etc.


Deputy Secretary to the Govt.of Assam,
General Administration (B) Department.

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