



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-1, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)

Miniratna Category-1, CPSE
(Wholly owned by Government of India)



सं.निमु(मा.सं.)/नीति/27/5/2011/5498

दिनांक: 27.12.2019

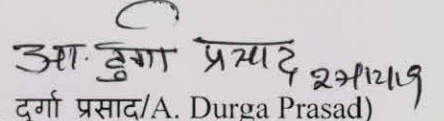
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विषय: अधिसूचना - एसपीएमसीआईएल आवासीय व्यवस्था आबंटन नियम-2019

Sub: Notification of SPMCIL Residential Accommodation Allotment Rules-2019.

सक्षम प्राधिकारी द्वारा विधिवत अनुमोदित एसपीएमसीआईएल आवासीय व्यवस्था आबंटन नियम-2019 को तत्काल प्रभाव से कंपनी की सभी नौ इकाइयों में कार्यान्वयन हेतु अधिसूचित किया गया है। उपरोक्त नीति की एक प्रति को सूचना एवं अनुपालन हेतु संलग्न किया गया है, जिसमें कर्मचारियों को आवासीय व्यवस्था प्रदान करने से संबंधित दिशा-निर्देश दिये गए हैं। SPMCIL Residential Accommodation Allotment Rules-2019 duly approved by the Competent Authority is hereby notified for implementation across all the nine Units of the Company with immediate effect. A copy of the said Policy containing the terms and conditions for providing Residential Accommodation to the employees of the Company is enclosed for information and compliance.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है। This issues with the approval of the Competent Authority.


(आ. दुर्गा प्रसाद/A. Durga Prasad)
उप महाप्रबंधक (मा.सं.)/DGM (HR)

प्रति/To:

सभी मुख्य महाप्रबंधक/All Chief General Managers,
टकसाल, मुद्रणालय एवं कागज कारखाना/Mints, Presses and Paper Mill

प्रतिलिपि/Copy to:

- अध्यक्ष तथा प्रबंध निदेशक कार्यालय/Office of CMD
- निदेशक (तकनीकी) के व.कार्यपालक सहायक/ Sr. EA to Director (Tech.)/निदेशक (मा.सं.) के कार्यपालक सहायक/ EA to Director (HR)/ निदेशक (वित्त) कार्यालय/ O/o Director (Finance)/मुख्य सतर्कता अधिकारी के कार्यपालक सहायक/ EA to CVO
- निगम कार्यालय के सभी महाप्रबंधक/ All GMs of Corporate Office
- कंपनी सचिव/ Company Secretary

SPMCIL RESIDENTIAL ACCOMODATION ALLOTMENT RULES 2019

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SPMCIL RESIDENTIAL ACCOMODATION ALLOTMENT RULES 2019

1. Short title

These rules may be called SPMCIL Residential Accommodation Allotment Rules - 2019.

2. Date of promulgation

These rules shall take effect from the date of issue of notification after approval by the Board of Directors.

3. Rule

The Rules will be called SPMCIL Residential Accommodation Allotment Rules - 2019 for the Security Printing and Minting Corporation of India Ltd. These Rules will be applicable to all the Townships, all the Bungalows and Quarters in the units of Security Printing and Minting Corporation of India Ltd. These Rules supersede all previous Rules, order instructions regarding the allotment of houses.

4. Continuance of allotment made prior to this issue of these rules

Allottees as on the date of promulgation of these Rules shall not be disturbed.

5. Definitions

In these rules, unless the context otherwise requires:-

'Company' means SPMCIL;

'Competent Authority (CA)' means General Manager/HoD of the unit;

'Accommodation' includes Quarters/Residence/House of different categories located in the Units including the premises attached thereto with outhouses and garages, if any;

'Type of Accommodation' means a class of residence which may be allotted to an employee in accordance with their level.

'Family' means the wife or husband, as the case may be, of the employee and his/her children, step-children, legally adopted children, parents, brothers and sisters as ordinarily reside with and are dependent on him/her. The following close relations are also to be treated as family:

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- i) Grandfather and Grandmother and Grandson and Granddaughter.
- ii) Uncle, Aunt, First cousin, Nephew, Niece, directly related by blood to allottee.
- iii) Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law.

"Allottee" means a SPMCIL employee or directly associated with SPMCIL, whom an allotment is made.

'Allotment Order' means as order issued by or on behalf of the competent authority for the occupation of a particular accommodation.

'HRA' means the employee is entitled for House Rent Allowance as per Rule, once the allotment is made, the person concerned is no longer entitled to HRA.

"Licence Fee" means the sum of money payable monthly in respect of any type of residence allotted to an employee under these rules and shall be such as may be decided by the Competent from time to time.

'Pay' means the basic pay of the employee in case of IDA/CDA including special pay, personal pay, deputation pay, non-practicing allowance and such other emoluments of a substantive nature, if any.

'Sub-letting' includes sharing of accommodation by an allottee with any persons other than members of family with or without any rent. But close relations will not be treated as sub-letting;

'Estate Officer' means an officer nominated by the Competent Authority to carry out the allotment of quarters to the employees and matters connected therewith.

'House Allotment Committee' means a committee of Executives appointed by the Competent Authority.

- 6. 'Accommodation'** to be maintained/secured by the Company to house its own employees for efficient discharge of their duties. However, an employee on deputation & directly associated with Units/ SPMCIL CHO and is holding essential category posts may be

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considered for allotment. The decision on the type of residence allotted in such cases shall rest with the Competent Authority.

7. Application for Allotment/vacate of Accommodation

An employee seeking allotment of residence shall apply for the same in the prescribed form and in such a manner and within such date as may be prescribed by the Estate Officer or any Officer authorized by the Competent Authority, as the case may be. A format of application is enclosed as Annexure 'A'.

8. House Allotment Committee

The following officers are appointed by the Competent Authority to make allotment to the employees as per their entitlement and eligibility:

- i) Senior most executive as decided by CA) - Chairman
- ii) Unit HR head/representative from the HR Dept. -
Member
- iii) Unit Finance Head/rep from the Finance Dept. - Member
- iv) Estate Officer - Member Secretary

9. Roles of the Committee

- i. Committee shall carry out such other functions as provided in these rules for the consideration of applications proposals.
- ii. Committee shall submit the recommendations for allotment of residential accommodation to the Company's employees or directly associated with the units/SPMCIL i.e. an employee on deputation, deployed CISF personnel/Officers, Teachers (if school is available with the unit);
- iii. Committee shall recommend for allotment to the employees as per their entitlement and eligibility and to consider allotment of residence.
- iv. Committee shall decide allotment of residences under the provisions of these rules;

(Signature)
27/11/19

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- v. Committee shall exercise powers of cancellation of allotment and take any other action against the allottees for breach of rules and conditions for allotment of residences; and
- vi. Committee shall consider and decide all other matters relating to the Quarters/residences as may be referred to it from time to time by the authorities.

10. Roles of Estate Officer

'Estate Officer' means an officer nominated by the Competent Authority to carry out the allotment of quarters to the employees and matters connected therewith. He is vested with the powers under the provisions of the Public Premises (Eviction of Unauthorized Occupants) Act, 1971, as entrusted vide GOI, M/Finance, DEA (C&C) notification no. 9/2/2008-Cy.I (ISP) dated 06-02-2008.

Estate officer shall also ensure proper utilization of residences.

11. Allotment

The allotment of the accommodation shall be made by the Competent Authority of the respective Unit and the Corporate Office as the case may be.

12. Eligibility

Regular employee of SPMCIL posted at the Corporate Office and in the Units shall be eligible for being considered for allotment of residential accommodation. Eligible applicants for allotment of accommodation shall be grouped according to their levels/grade pay. An employee recruited in the Corporation at any level, desirous of allotment of accommodation, may apply at any time during his service for allotment of residential accommodation and his/her application shall be considered by the Competent Authority. The new recruits shall apply for the residential accommodations immediately after joining the Company in the respective Unit and the accommodation in the entitled category shall be allotted to them subject to availability.

At Singh 27/12/19

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13. Entitlement of Residential Accommodation

Level in SPMCIL	Levels as per 7 th CPC *	Entitled Type
W1/M1	1	'I'
W2-W6/M2-M6/B3-B5	2,3,4,5,6	'II'
S1-S2/P1-P2/ A1-A2 & E1	6,7,8	'III'
E2-E3	9,10,11	'IV'
E4-E6	12,13,	'V'
E7	13A	'VI' or more
E8	14	GM's Bungalow (Ear marked)

* Applicable for those who are drawing CDA pay scales on deputation, CISF, IB.etc.

- I. One 'Type VI/VII/GM's Bungalow' as per availability in the respective Unit, accommodation shall be earmarked for the General Manager/HoD of the Unit.
- II. If entitled class is not available in the unit, next lower grade quarter may be allotted and accordingly license fee may be applicable as per allotted type.
- III. If an employee is allotted a higher type of Accommodation than his entitlement on his/her own request, subject to availability of adequate quarters in the higher category, than he/she would pay double the normal rate of licence as applicable to higher category of accommodation.
- IV. If the higher type of quarter is available and allotted to the employee, normal license fee may be charged, however, the employee should vacate such higher allotment on joining and demand of entitled class of employee.
- V. Reservation for SC/ST Employees: The Unit shall continue to allot quarters against the reserve quota for SC/ST. Out of the vacancies 10% Type I & II quarters and 5% in Type III & IV quarters shall be allotted to the SC/ST employees as per rules/instructions issues by the Govt. of India from time to time.

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14. Earmarked accommodation

I. Accommodation shall be earmarked for General Manager/HoD of the Unit. Hence, General Manager/HoD should stay in the earmarked quarter/Bungalow, otherwise HRA is not to be allowed. However, in any special circumstances, the permission may be obtained from CMD.

II. Allotment of qtrs. earmarked for accommodation of CISF shall rest with the unit Commander, subject to fulfilling of the prevailing allotment rules.

III. Any other category of quarter if required to be earmarked by the competent authority may be got approved from the HR department of corporate office with detailed justification.

15. Seniority in case of transfer

- I. In case of transfer of an employee from the Corporate Office or from one Unit to another the seniority for the purpose of residential accommodation will be counted from the date of initial appointment in the Corporation.
- II. In case of Unit cadre employee allotment of accommodation shall be based on entitlement and seniority list of applicants shall be prepared for all types of accommodations based on the date of entry into entitled Level and if the level is same, then the highest Basic Pay shall be the criteria for consideration of allotment.
- III. If the seniority of two or more applicants for allotment of accommodation is the same, seniority for the purpose of allotment of accommodation shall be decided on the basis of inter se seniority. If the inter-se seniority of two applicants is identical then the seniority may be determined by "the date from which the employee is continuously in service in respect of type I to type IV accommodation. Where the seniority date of two or more employees is the same, then seniority among them shall be determined by the emoluments, and the officer drawing higher emoluments will be given first preference, where the emoluments are equal, then the length of service will be criterion, where both the emoluments and the length of service are equal the officer in

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the higher scale of pay will get preference and where both are drawing higher scale of pay from similar date, the date of birth will be the criterion allowing preference to the one who is older in age.

- IV. The applicant who is senior-most in the higher grade/category interse seniority list at the time of allotment shall be the first one to get the accommodation.

16. Regularization in case of Re-Posting

- I. Only in cases where re-posting takes place within the permissible retention period.
- II. Where re-posting takes place beyond permissible period of retention, damage rate of licence fee will be charged for period beyond 2 months and regularization will be allowed only if date of priority is covered.
- III. Eviction proceedings will be initiated after the retention period.

17. Retaining the Accommodation

- I. Re-employed employees will be allowed to retain the accommodation allotted to them. They will not be entitled for allotment of higher type of accommodation during re-employment.
- II. Any employee retaining the accommodation beyond the permissible limit prescribed will be charged penal rent equal to double the market rent unless he/she has sought and obtained prior approval of the competent authority. In exceptional circumstances (like untimely death, continuing medical treatment etc beyond the control of the allottee), the General Manager/HOD of the unit on the recommendations of committee, may permit retention of the accommodation for a period not exceeding 4 months beyond the permissible limit on double the licence fee.

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18. Licence Fee

Entitled Type	Range of living area (in Sq.mt.)	Licence Fee
'I'	Up to 30	Rs. 150/-
'II'	26.5 to 50	Rs. 310/-
'III'	44 to 65	Rs. 470/-
'IV'	59 to 91.5	Rs. 640/-
'V'	Up to 106	Rs. 1190/-
'VI'	Up to 159.5	Rs. 1560/-
'VII'	189.5 to 224.5	Rs. 2190/-
'VIII'	243 to 522	Rs. 3920/-

- I. The rates of monthly license fee for the accommodation may be revised by the company from time to time.
- II. If servant quarter/outhouse is available for Type V, Type VI, Type VII and GM's bungalow in addition to above license fee separate charges will be applicable as per Govt. rate or as per Company rate time to time, subject to obtain prior approval from Competent Authority on submission of the details along with identity proof, address proof etc. of servant by the allottee.

19. Payment of license fee

- I. When an allotment of accommodation or alternate accommodation is accepted, liability of License Fee will commence from the date of occupation or the eighth day from the date of receipt of the allotment order, whichever is earlier.
- II. If after acceptance, possession is not taken of the accommodation within eight days from the date of receipt of allotment letter, License Fee will be charged form such date up to a period of twelve days for which period House Rent Allowance is also not paid. Further, the allottee shall be debarred to apply for accommodation for a period of three months from the date of non-acceptance of allotment i.e. the date of allotment.

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- III. When an employee, who is in occupation of a residence, is allotted another residence from the date of occupation of new residence, the allotment of old residence will be deemed to be cancelled. He can also retain the old residence on payment of normal licence fee for 15 days for shifting. If he fails to vacate the old residence within 15 days, he will be liable to pay damages.
- IV. At least ten days intimation is to be given to the Competent Authority for vacation of residence, when the allotment of the residence will be deemed to have been cancelled with effect from the eleventh day of the receipt of the intimation, of the date specified in the letter, whichever is later. Failure to give due notice will entail payment of License Fee for ten days or the number of days by which the notice falls short of ten days.

20. License fee in case of allotment of higher accommodation

Where, due to adequate availability of accommodation of a particular type, an employee is allotted accommodation on one type higher than his entitlement, only flat rate of license fee relevant to that type of accommodation will be charged from such allottee. However, if an allotment of a particular type is made out of turn, at their own risk, despite their being no surplus accommodation in that higher type, three times the normal rate of license fee will be charge.

21. Personal liability of the employee for payment of Licence Fee, Water, & Electricity Charge etc.

- I. An allottee shall be personally liable to pay water/electricity charges directly or through unit concerned to the respective service provider and also clear all dues at the time of vacation.
- II. The allottee shall be personally liable for the license fee of the accommodation and damages for use and occupation of the accommodation or market rent thereof, and for all damage beyond fair wear and tear caused thereto or to the fixtures and fittings/services provided.

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- III. Electricity and Water Charges will be paid by the employees as per actual. In case un-metered water supply/ non-functioning of meters (either water or Electric), an average of last one year for the quarter or an average of bulk supply distributed to the concerned group of quarters shall be charged as decided by the management.
- IV. The employee who has been allotted a residence shall be personally liable for the payment of license fee and for any damage beyond normal wear and tear caused thereto or to the furniture, fixtures or fittings provided therein during the period for which the residence remains allotted to him/her, or where the allotment has been cancelled under any of the provisions in these Rules, until the residence along with the out houses and garage thereto has been vacated and full vacant possession thereof has been restored to the unit.

22. Change of allotment

An employee may apply for change of accommodation. An accommodation falling vacant shall be allotted preferably to an applicant desiring a change of accommodation in that Block (i.e. a multistoried building having 4 or more quarters) and, if not required for that purpose, to an applicant without accommodation in that Block having the earliest priority date for that Block subject to the condition that an accommodation in a Block other than to what the applicant is eligible shall not be allotted. One change during a period of two years will only be permitted.

23. Out of turn allotment

Notwithstanding any of the provisions of these Rules, allotment of an accommodation may be made by the Competent Authority on out-of-turn basis to an applicant up to two vacant accommodations in a calendar year.

24. Temporary allotment

- I. Temporary allotment shall be done by the Competent Authority discretion for bonafide use such as guest visit, social obligations,

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family function, and medical treatment etc. Such allotment not exceed five days may be done by the Estate Officer and for a period exceeding five days up to one month with the approval of the competent authority.

- II. In case of temporary allotment, the license fee for the period shall have to be deposited in advance, water and electricity charge shall be borne by the allottee.
- III. Temporary allotment to regular employees of the Corporation at a Unit other than the Unit of posting can be permitted by the competent authority on specific request for the bonafide use of the employee ore dependent of his/her family member on the merit of the case such as temporary stay in the station, his/her medical treatment or that of his/her dependent family member at the station, etc. on payment of daily charges.
- IV. Provided further that if the requirement is for longer period due to chronic sickness, the competent authority may allow such allotment subject to availability of accommodation at the station with payment of license fee and electricity charges, as applicable.

25. Penal Licence Fee and withhold the amount

Each employee shall vacate the residence on cancellation or deemed cancellation of allotment failing which he shall be liable to pay penal licence fee and that the unit shall have authority to withhold his leave encashment etc. as the case may be.

26. Accommodation to house-owning employees

An employee who owns a house taking loan from Govt./PSU source either in his name or in the name of any member of his family in the station of his posting or the adjoining municipal area shall also be eligible for allotment of residential accommodation depending on the availability. However, the rates of recovery of license fees for allottees owning houses at the station of posting shall be as follows:-

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SN	SLAB OR RENT FROM THE OWNED HOUSE	RATE OF LICENSE FEES TO BE CHARGED
1	If the income from the own house does not exceed Rs 12000/- pm	Normal License fees
2	If the income from the own house exceed Rs 12000/- pm but does not exceed Rs 20000/- pm	Twice the Normal License fees
3	If the income exceed Rs 20000/- pm	Thrice the Normal License fees

27. Where husband and wife are both employed

- I. No applicant shall be eligible for allotment of an accommodation under these rules if the wife or the husband as the case may be of the applicant under and provided with accommodation by Government or an autonomous body at the same station unless such apartment so allotted by Government or any autonomous body is surrendered; however, this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order/decreed for judicial separation made by a Court of law.
- II. Where two occupants of separate accommodation allotted under these rules marry each other, they shall immediately notify the fact to the Competent Authority and within one month of the marriage, surrender on of the apartment. In case the occupants' failure to comply with this rule, in addition to and without prejudice to any other action that SPMCIL may take in this behalf under these rules or otherwise, the allotments of the accommodations made to the occupants shall at the discretion of the Competent Authority be liable for cancellation forthwith.

28. Mutual Exchange

Mutual Exchange of accommodation shall be permitted only in exceptional cases. In that event, the allottees of both the accommodations should stay for at least one year in the mutually exchanged accommodation.

A. Singh
2019

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29. Non-acceptance of allotment or failure to take possession

If after acceptance, possession is not taken of the accommodation within eight days from the date of receipt of allotment letter, License Fee will be charged from such date up to a period of twelve days for which period House Rent Allowance is also not paid. Further, the allottee shall be debarred to apply for accommodation for a period of three months from the date of non-acceptance of allotment i.e. the date of allotment.

30. Surrender of accommodation

If an occupant of an accommodation allotted to him/her surrenders the same within one year from the date of possession except in case of his transfer to an out-station in case he/she shifts to his/her own house, the Competent Authority may cancel the allotment of the accommodation and he/she shall not be entitled for allotment of an accommodation for a period of one year.

31. Period for which allotment subsists/Concessional period for further retention

An occupant of an accommodation and in case of his/her death, his/her family shall before the expiry of the maximum permissible period for retention of the apartment specified in these rules, vacate the accommodation together with any attached garage and/or out-house, and put the Management in vacant possession thereof. In case of non-compliance with this rule, in addition to and without prejudice to any other action that the Management may take in this behalf under these rules or other rules of SPMCIL, SPMCIL shall be entitles to take such other or further action as may be open to it for recovery of possession of the accommodation and its attached garage and/or out-house and damages.

An accommodation allotted to an applicant may be retained for the maximum period as specified below against the happening of each event:

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Event	Period of retention	License fee payable
Resignation, dismissal or Removal or termination of Service or unauthorized absence without permission	1 month	Normal license fee
Retirement, voluntary retirement or retirement on medical grounds	6 months	Normal license fee
Transfer to an outstation	2 months + 6 months	Normal license fee for the first 2 months and double the normal license fee for subsequent 6 months
To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which the police authorities has certified is missing	12 months + 12 months	12 months on normal license fees and further period of 12 months on normal license fees in case of dependents does not own a house at the place of accommodation.
Leave or study leave	Full period of leave	Normal license fee for the period of leave
On transfer or deputation to a PSU or Statutory or autonomous bodies	2 months	Normal license fees
	Next 4 months	Normal license fees plus House Rent Allowance drawn by the allottee from the organization

32. Sub-letting and sharing

I. No occupant of an accommodation shall share or sub-let or otherwise transfer or part with possession of the accommodation allotted to him/her or any part thereof. The occupation of any

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22/11/19

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garage or out-house attached to an accommodation by a domestic servant of the occupant of the apartment shall not be deemed to be a case of sub-letting or sharing a part of the accommodation.

II. In case of subletting, a disciplinary action to be taken against the allottee including cancellation of the accommodation from the date of such notice of such subletting.

33. Cancellation of Allotment

- I. Indulges in any action/activity which is detrimental to the interest of the Company.
- II. An allotment of residence ordinarily shall continue in force until the employee ceases to be in SPMCIL service/transfer/repatriation.
- III. Notwithstanding anything contained in Rule when an employee is dismissed or removed from service or when his/her services have been terminated and the the Competent Authority is satisfied and it is necessary or expedient in the interest of the SPMCIL to do so, the Competent Authority may cancel the allotment of the residence made to such employee either forthwith or with effect from such date prior to the expiry of the period of one month.

34. 'IMPROPER USE' means without prejudice to the generality of the term it includes

- I. Use of the quarters or a portion thereof for any purpose other than the purposes for which it is allotted.
- II. Putting up structures, either permanent, semi-permanent or temporary in the premises thereof, without prior permission.
- III. Permitting any person other than the members of the allottee's family to use the whole or any portion of the quarter permanently or temporarily for consideration or otherwise.
- IV. Tampering in any form, including alteration or extension of the electric lines, water connections, sewage pipes or any other service facilities that may be in the premises.

Arjun K. S.
22/12/19

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- V. Keeping of cows, buffaloes, goats or any such other animals in the premises allotted.
- VI. Keeping of any noxious, inflammable and dangerous articles in the premises or making the premises unclean, foul or insanitary.
- VII. Carrying on illegal or immoral activities in the quarter or causing nuisance or annoyance to the neighbors or to the employees by the employee himself or any member of his family or any other person residing with him.
- VIII. Using Company's house for any trade/business/office, by any employee or any of his family members or allowing any other person to so use it and applying for registration giving the house number as the official address of the firm, etc.

35. Maintenance of Accommodation & Responsibility of the Alotees

- I. Maintain it to the satisfaction of the Competent Authority/Estate Officer/Administration of the respective unit;
- II. Keep it in such a manner that it does not become public nuisance;
- III. Not carry out any structural changes;
- IV. Not grow any tree shrubs or plants contrary to the instructions issued by the Competent Authority nor cut or chop off any existing tree or shrub in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the Competent Authority. Trees, plantation or vegetation grown in contravention of this rule may be caused to be removed by the Unit at the risk and cost of the employee concerned;
- V. Not use the premises for any purpose other than residence;
- VI. Not use the premises against any rules or bylaws of the local authority whatsoever; and
- VII. Not make any additions or alternations in the premises allotted.

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36. Inspection of Quarter/Residence

- I. The Estate officer or any other officer nominated by the Competent Authority shall have the right of entry into the premises without prior notice at all reasonable hours for purpose of inspection.
- II. The quarters so permitted to be used by the employee may be inspected by the Estate officer or any other officer nominated by the Competent Authority for the purpose specifically or generally at all hours of the day.
- III. The officer may inspect, after due notice any part of the premises to see as to whether the building and the premises, furniture and fittings etc., of the Company are kept in proper order or not and as to whether the building premises are put to any improper use by the employee.
- IV. The employee shall be bound to allow the officers authorized to carry out such inspection.
- V. While so inspecting, the officer concerned shall give opportunity and time to purdanashin ladies to be out of the rooms to be inspected.
- VI. Provided that the inspection unless urgently required and so permitted by the Estate Authority shall not be done at any time during the night time between 6 PM to 6 AM.
- VII. In case the employee obstructs such inspection, the Officer concerned shall, under his signature report the fact to the Competent Authority and the Competent Authority, by notice, may require the employee to vacate the quarters within 7 days from the date of notice. In case of non-vacation, the employee shall be treated to be in unauthorised use of the quarters.

37. Overstay in accommodation after cancellation of allotment

Where, after an allotment has been cancelled or is deemed to have been cancelled under any provision contained in these rules, the accommodation remains or has remained in the possession of the occupant, such occupants shall be liable to pay damages for use and

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occupation of the accommodation equal to four times the license fee or market rent as determined by the Competent Authority, whichever may be higher. In case the allottee still fails to vacate the accommodation, he/she shall be treated as an unauthorized occupant attracting the provisions of the Public Premises (Eviction of Unauthorized Occupants) Act, 1971.

38. Market Rent

Market rent for unauthorized occupation/subletting/misuse of an accommodation/servant quarter/Garage etc shall be charged at the rates as applicable and duly approved by the Unit Head from time to time.

39. Misuse of accommodation

The accommodation allotted is meant only for residential purpose and not for any other trade and business, political, mass religious, unlawful, anti-social and trade union activities.

40. Conduct/behavior of residents

The allottees shall maintain harmonious relations with their neighbors and shall not indulge in any form of behavior which will not be in the interest of harmonious community living failing which action may be taken against such person.

41. Rent free accommodation

There is no concept of rent free accommodation as well as concessional accommodation in SPMCIL.

42. Perquisite tax

According to section 17 (2) of the Income Tax Act, 1961 any residential accommodation provided by an employer to his employee, whether rent free or at concessional rent, is a perquisite taxable in the hands of the employee.

The value of residential accommodation is to be determined in accordance with rule 3 of the Income Tax Rules, 1962.

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29/12/19

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43. Shops (in estate area)

Shops will be given for rent on eleven months contracts on agreements condition basis to tenant, if agree to renewing the contracts for further years or years to years between 10% to 15% will be increase in his rent i.e. on renewing the contracts time. Other charges/ taxes as per usual will be paid by tenant. The competent authority of the unit reserves the right for revocation or cancellation of the agreement of shops/ stall at any stage without assigning any reason what so ever. However, the allotment of shops will be done in a transparent process.

However, the shops/area given to the Govt. agency like Post Office, Bank etc. their rent will be charged as decided from time to time by the Company based on the rates notified by the Ministry of Urban Development, Govt. of India.

44. Guest House to be allowed during transit period

For Executives, if Guest House is available and vacant, may be allowed up to 15 days without charges only for accommodation during the transit period in case of upcoming incumbent, but next maximum 15 days, may be allowed on 50% concessional charge.

Further, if any exigency, may be allowed for next one month, in that case HRA will not be allowed.

However, in case of outgoing incumbent, the Guest House may be allowed maximum 15 days without charges for accommodation only.

45. Inventory of Quarter/residence

The employee who has been allotted a residence shall sign an inventory of fixtures and fittings at the time of taking over the residence and shall ensure its proper handing over to the concerned section at the time of his/her vacation.

46. Consequences of Breach of Rules & Conditions

- I. Any outside person staying with the employee unauthorizedly shall be treated as trespasser and appropriate action will be taken against him/her by the Competent Authority apart from taking

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disciplinary action against the employee, besides canceling the allotment in terms of these rules.

- II. Where the allotment of residence of an employee is cancelled for his/her conduct prejudicial to the maintenance of harmonious relations with neighbours, he/she may, at the discretion of Unit, be allotted another residence of the same type at any other place and this will be treated as a change under Rule.
- III. The Competent Authority may take suitable action under the Estate Rule/ SPMCIL CDA Rule and also declare the employee who commits a breach of the rules and instructions issued to him/her, to be ineligible for allotment of a residence for a period as decided by the Competent Authority.

47. Eviction

The vacation notice shall be issued to the allottees or to their families' at-least 15 days before the date of expiry of the permissible retention in case where the allottees have not vacated the quarters. After expiry of permissible retention period, the concerned will issue to such un-authorized occupants under the public premises (eviction of unauthorized occupants) Act 1971.

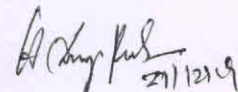
In case of failure to vacate the allotted accommodation, the appropriate Disciplinary action shall be initiated and damages shall be charged for such un-authorized occupation.

48. Relaxation

The CMD may, at its sole discretion, relax/alter/amend any provision of these rules.

49. Interpretation of Rules

On interpretation of these rules and or matter not specifically mentioned herein, the decision of Company shall be final.


27/12/19