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CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE
Residential Accommodation Allotment Rules, 2021

PART I

1. Short title and commencement:-

- 1.1 These rules may be called the CMTI Residential Accommodation, Rules (staff quarters), 2021.
- 1.2 They shall come into force on the date of notification & supersedes earlier notification.
- 1.3 The Director, Central Manufacturing Technology Institute may, from time to time, modify these rules which will be applicable from the dates from which the modifications are introduced by him or from the dates as may be specified.

2. Definitions:- In these rules, unless the context otherwise requires,-

- 2.1 "CMTI Service" means service rendered on regular basis.
- 2.2 "Damages" means a compensation to be levied in multiples of licence fee in the event of unauthorised occupation or subletting or misuse of whole or any part of accommodation by the occupant of the accommodation;
- 2.3 "Eligible type of accommodation" in relation to an official means the type of accommodation to which he/she is eligible under these rules;
- 2.4 "Family" means the wife or husband of allottee, 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 allottee;
- 2.5 "Guest" means a casual visitor staying temporarily with the allottee;
- 2.6 "Head" of the Institute" means the Director of the Institute or in his absence an officer authorised by the Director to exercise the powers under these rules.
- 2.7 "Immediate relations" mean relationship such as Grandfather, Grandmother, Grandsons, Grand-daughters, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law and include relationship established by legal adoption;
- 2.8 "Licence fee" means the sum money payable monthly in accordance with the accommodation allotted under these rules;
- 2.9 "Misuse", in relation to an allotment, means an accommodation being used by allottee himself or by his family members or immediate relations staying with him for the purpose other than the purposes provided under these rules;
- 2.10 "Own house" means a building or part thereof meant for residential purposes and owned by the allottee or by any member of his family;
- 2.11 "Residential accommodation" means a covered structure or part thereof whether permanent or semipermanent or temporary, which has at least a living room and a lavatory with or without kitchen;
- 2.12 "Subletting" means letting out of a general pool residential accommodation partly or wholly by an allottee to any person outside allottee's family and immediate relations;
- 2.13 "Surrender of accommodation" means vacation of accommodation after physical occupation of the accommodation by the allottee on his/her own volition during the allotment period;

2.14 "Temporary transfer" means a transfer of allottee to another place, which involves an absence for a period not exceeding four months from the place where the accommodation is allotted;

2.15 "Transfer" means a transfer from the present working place where the accommodation is allotted to any other working place or from an eligible office to ineligible office and includes a transfer or reversion to service under a State Government or a Union territory administration and include deputation to a post in an ineligible office or organization.

2.16 Senior most Civil/Electrical Engineer of ES (Engineering Services) or any other officer nominated by the Director will be function as Estate Officer.

2.17 "Change" means within same type of residence, application for either higher / lower type is considered as new/fresh allotment.

3. Classification of accommodation in different cities:-

3.1 Residences:

(a) Under these rules, the entitlement of an employee to a type of residence will be determined with reference to the emoluments drawn by him as indicated below:

Type of Residence	Carpet Area	Pay Matrix	Utility and the Facility
Type I	27.84/32.92	Pay Matrix Entry Level – 01 to 03	Block 8- Unfurnished- 6 nos. 1-BHK 1-Toilet 1-Bathroom Flooring- Red Oxide CFL light in room and kitchen, Fan in Bedroom and Hall, Small Balcony
	32.64/38.66		Block 7-Unfurnished- 6 nos. 1-BHK 1-Toilet 1-Bathroom Flooring-Red Oxide CFL lights in room ad Kitchen, Fan in Bed room and Hall Small Balcony
Type II	36.92 Ground Floor	Pay Matrix Entry Level – 04 & 05	Block-9,10,11 & 12- Unfurnished- 8 nos. 2-BHK 1-Toilet 1-Bathroom Flooring-Red Oxide CFL lights in room and Kitchen, Fan in Bedroom and Hall
Type II Special	46.75 1 st & 2 nd floor	Pay Matrix Entry Level – 05 to 07	Block-9 ,10,11 & 12- Unfurnished- 16 nos. 2-BHK 1-Toilet 1-Bathroom Flooring-Red Oxide CFL lights in room and Kitchen, Fan in Bedroom and Hall & Balcony

Type III	64.31/ 73.61	Pay Matrix Entry Level – 08 & 09	Block- Right wing above Guest House Unfurnished- 4 nos. 1-BHK 2-Toilets Flooring Terraza Tiles CFL lights in room and Kitchen, Fan in Bedroom and Hall 1-Geysers in Bathroom
Type IV	63.63/71.75	Pay Matrix Entry Level – 10 & above	Block- Right wing above Guest House Unfurnished- 2 nos. 2-BHK 2-Toilets Flooring Terraza Tiles CFL lights in room and Kitchen, Fan in Bedroom and Hall 1-Geysers in Bathroom
Type IV Special	110.04/129.74	Pay Matrix Entry Level – 11 & above	Block- Left wing annexed to Guest House Unfurnished- 6 nos. 2-BHK 3Toilets Flooring Terraza Tiles CFL lights in room and Kitchen, Fan in Bedroom and Hall 2-Geysers in Bathroom 1-Balcony Annex. Flat no 6, 16 & 26 has got ceramic tiled toilets

(b) The classified types of accommodation in different cities are Type I, Type II, Type II(S), Type III, Type IV, Type IV(S):

(c) Provided that type I and II accommodation shall be classified as lower type of accommodation and Type IV (Special) shall be classified as higher type of accommodation.

3.2. Entitlement for types of accommodation:

(i) In these rules an applicant shall be eligible for allotment of residence of the type as shown in the column (1) as per the level in the pay matrix specified in the corresponding column (3), in the table below:

Type of Residence	Quarter Nos.	Carpet Area	Pay Level	License Fee
Type I	7 A to F	27.84/32.92	Up to level-3	Rs. 150/- pm
	8 A to F	32.64/38.66 Block No. 7		
Type II	9 A & B 10 A & B 11 A & B 12 A & B	36.92 Ground floor	Level 4 & 5	Rs. 470/- pm
Type II Special	9 C to F 10 C to F 11 C to F 12 C to F	46.75 1 st & 2 nd floor	Level 5 to 7	Rs. 470/- pm

Type III	11, 14, 21 & 24 Right Wing	64.31/73.61	Level-8 & 9	Rs. 640/- pm
Type IV	12 & 22 Right Wing	63.63/71.75	Level-10 & above	Rs. 640/- pm
Type IV Special	5, 6, 15, 16, 25, 26 Flats - Annexe Building (Left Wing)	110.04/129.74	Level-11 & above	Rs. 1190/- pm

(a) Priority list shall be prepared as on 1st January of every year for the entire Calendar year the priority list shall be as follows.

(ii) The calculation of date of priority list for different type of accommodation shall be under:

(a) The date of priority in respect of Type I to Type IV accommodation shall be determined on the basis of the date of joining of the employee in CMTI service and the eligibility for the type of accommodation shall be decided as per their level of the applicant in the pay matrix in the particular block.

Provided that an applicant under this category shall be allowed to bid for one type lower accommodation than the type eligible for such.

(b) The date of priority in respect of Type IV(S) accommodation shall be determined on the basis of the date from which the applicant has been continuously eligible for the type of accommodation as per the Level 11 and above the applicant in the pay matrix.

(c) The inter-seniority for the Type IV(S) and above accommodation shall be considered on the basis of the following factors, namely:

- Where the priority date of two or more applicants is the same, the applicant having a higher level pay in the level shall be senior in the waiting list;
- Where the date of priority and the pay in the level of two or more applicants are the same, the applicant who has joined the CMTI service earlier shall be senior in the waiting list; and
- Where the date of priority, pay in the level and the date of joining the CMTI service of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.

(d) If employee not enrolled for priority list, those cases shall be considered only if there are no applications.

(e) New employee shall enrol to priority list on any day until before seniority list prepared for next year.

(f) There are Four Car Parking shed is available adjacent to the 'Type IV Special' type Quarters. Car parking will be allotted to amongst the 'Type IV Special' allottees. Based on the seniority among 6 allottees with the said type of accommodation. Seniority is considered as date of occupancy into Type IV Special quarters.

(g) Whenever the vacancy of quarters occurred, the same will be notified. On notification employees can apply. However, allotment will be made as per the Propriety list prepared.

PART II

4. Allotment procedure:-

4.1 Allotment Committee

4.2 Constitution of Allotment Committee

The Director of the Institute shall constitute an Allotment Committee as follows:

Composition of the committee will be:

Director's Nominee	Chairman
Scientists	1 Member
Technical Staff	1 Member
Representative of Employees Association	1 Member
FA&CAO or his Nominee	Member
CAO or his nominee	Member Secretary

4.3 Functions of the Allotment Committee:

The Allotment Committees shall:

- i) Scrutinise the applications and recommend the allotment list as per the rules;
- ii) Examine all cases involving departure from the normal Allotment Rules;
- iii) Consider any other matter referred to by the Administration and give its recommendations to the Administration.

4.4 Notification of Quarters:

- a) All the quarters as and when becomes vacant, are to be advertised for eligible categories only.
- b) In every advertisement notice, it is mandatory to mention the no. of attempts for each quarter.
- c) Allotment to one type higher / lower than the type of eligibility is to be done only after ensuring that there is no demand for said quarter i.e. in 3rd time advertisement only.

5. Application for Accommodation:-

Change: 1. One change within same type allowed (after 6 months)

2. Priority: Change/Essentiality/ New allotment

5.1 Every employee of CMTI on joining duty on his first appointment make an application manually through his CH/GH to Head of Administration for allotment of accommodation to which he is eligible under these rules and the entitled type of accommodation shall be offered as per the priority in accordance with these rules having regard to the allottee's preference:

Provided that no application shall be entertained for accommodation within six months of the date of superannuation.

5.2 Priority list prepared for said calendar year.

5.3 The applicant shall furnish various particulars in form specified by Admin which shall be verified by the Admin department and in case of any discrepancy in the application or furnishing of incorrect information in the application, the applicant and the verifying officer shall be liable for furnishing of incorrect information and disciplinary action shall be taken against them including cancellation of allotment of accommodation if allotment was made based on incorrect information.

6. Offer of allotment of accommodation:-

6.1 Save as otherwise provided in these rules, accommodation falling vacant in all types of quarters will be allotted to the applicant as per the priority list notified.

6.2 The Quarters shall be allotted to the entitled type/ clause of quarters to the essential category employees on absolute priority.

The following are considered as essential for exclusive purpose of allotment of Residential Quarters:

1. Drivers: Maximum Two numbers.
2. Security Personnel: No limit
3. Staff responsible for maintaining Quarters: Civil / Electrical / Plumbing: Limited one in each category.
4. Engineer & Estate Officer.
5. Chief Administrative Officer/ Senior Administrative Officer/ Administrative Officer: Limited one in each category.
6. On functional Basis.

7. Division of Quarters for Fresh allotment V/s Change of Quarters :-

Preference will be given for change of quarters. However, if two quarters vacant allotment will be made 50:50 ratio, if 3 or more vacancies 2:1 ratio will be applied for change of quarters and fresh allotment.

8. Time limit for occupation & penalty:-

Sl. No.	Type of Allotment	Time Limit	Occupation of Quarters Entitled	Penalty
1	New Allotment	5 working days	From the Date of acceptance of the Allotment Order	Rs. 100 per day
2	Change of Quarters:			
2A	Vacation of Old Quarters on change of Quarters	15 days		Rs. 50 per day
2B	Occupation of new quarters	15 days		Rs. 50 per day

9. Period for which allotment subsists:-

An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till in the CMTI service or in force until:

- (a) The expiry of the concessional period permissible under these rules after the allottee ceases to be on duty in an eligible office;
- (b) It is cancelled by the Central Manufacturing Technology Institute or is deemed to have been cancelled under any provisions in these rules;
- (c) It is surrendered by the allottee;
- (d) The allottee ceases to occupy the accommodation.

10. Acceptance of allotment:-

10.1 An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation.

10.2 The allottee may accept the allotment of the accommodation by himself/herself.

11. Process after acceptance:-

11.1 After acceptance of the allotted accommodation, the allottee shall take physical possession of the accommodation from the Engineering Service Dept. (ESD) or from any other maintenance agency, as the case may be, within five working days from the date of receipt of the acceptance letter and the ESD or any other maintenance agency, as the case may be, shall hand over the allotted accommodation to the allottee.

11.2 As the applicant is allowed to inspect the quarters before accepting the Quarters, no request for any work shall be entertained.

11.3 The ESD shall issue a Physical Occupation Report after handing over the accommodation to the allottee in habitable condition.

12. Non acceptance of allotment or offer or failure to occupy the allotted accommodation after acceptance:-

12.1 If any allottee fails to accept the allotment of a residential accommodation within eight days from the date of allotment of the said accommodation, or fails to take possession of that accommodation within five working days from the date of receipt of the letter of authorisation, he shall be debarred to apply for accommodation for a period of three years from the date of non-acceptance of allotment subject to payment of one month's normal licence fee for that type of accommodation (Fresh Allotment).

12.2 The date of non-acceptance of allotment shall be calculated from the date of allotment.

12.3 If an allottee occupying a lower type of accommodation refuses to accept the offer of an accommodation of the type for which he is eligible under these rules, he shall be permitted to continue in the previously allotted accommodation:

Provided that such allottee shall not be eligible for another allotment for a period of one year from the date of non-acceptance of such allotment.

13. Reconsideration:-

Request for reconsideration in cases of non-acceptance of allotment within the specified time shall be considered with an application for reconsideration is made before the next allotment if the allottee is on official tour during the acceptance period.

14. Allotment to an allottee under suspension:-

The allotment of accommodation to an allottee under suspension shall be made as if suspension has not taken place.

15. Declaration by an applicant owning a house at BBMP Area:-

15.1 An employee owning a house either in his own name or in the name of any member of his family, shall inform the fact to CMTI at the time of applying for accommodation:

Provided that where an employee or any member of his family become owner of a house at the place of his duty after an accommodation is allotted to him under

these rules, the allottee shall inform the fact to the CMTI within a period of one month from the date of possession of the house.

- 15.2** When the eligible employees are not available for allotment, if the quarters is vacant the same may be allotted to the employees even though they are having the own house in BBMP area.

16. Eligibility of allottees married to each other:-

- 16.1** No employee of the CMTI shall be allotted an accommodation under these rules if the spouse of such Government servant has already been allotted an accommodation, unless such accommodation is surrendered:
Provided that this sub-rule shall not apply where the wife and husband are residing separately in pursuance of -

- (i) An order of judicial separation made by any Court; or
- (ii) An order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by either spouse for dissolution of marriage by a decree of divorce is pending and either of them has furnished an undertaking to surrender the accommodation allotted to her or him forthwith in case of revival of conjugal rights with her or his spouse.

- 16.2** Where two allottees in occupation of separate accommodation allotted under these rules marry each other, they shall within one month of marriage, surrender one of the accommodation.

- 16.3** If one of the accommodation is not surrendered within the stipulated period as required the allotment of the accommodation of the lower type shall be deemed to have been cancelled on the expiry of such period and if the accommodations are of the same type, the allotment of such one of them as the CMTI may decide, shall be deemed to have been cancelled on the expiry of such period.

- 16.4** Where both husband and wife are employed at CMTI, the title of each of them to allotment of an accommodation under these rules shall be considered independently.

17. Out of turn allotment in certain categories:-

- 17.1** Out of turn allotment / permission for stay in case of death of the allottee or retired employee etc.

- 17.2** Notwithstanding anything contained in these Rules, the Head of the Institute may allot residence on out of turn basis, subject to the availability, to an employee on medical grounds.

- 17.3** The Employee seeking allotment on medical grounds shall apply with necessary documentary evidence.

- 17.4** In the event of death of an allottee, the Director, may on a request made by the member of the allottee's family given permission to stay in the quarters till such time and on such terms as may be specified (Maximum period upto 1 year from the date of death of an employee- 6 months normal licence fee; another 3 months double the licence fee; next 3 months 4 times of the licence).

- 17.5** In case of retirement on superannuation or voluntary retirement of an allottee, the Director, may on a request made by the allottee, given permission to stay in the quarters till such time and on such terms as may be specified, maximum six months.

18. Allotment of surplus accommodation:-

- a) In case of availability of surplus accommodation in any type, an applicant may be allotted one type lower or one type higher than the entitled type on payment of normal licence fee of his allotted type.
- b) As the CMTI Recruitment and Promotion Rules-2010 allows Technical Assistant Category Employees to directly move to Level-11 from Level-9 on promotion, they may be considered for Type IV special residence on surplus availability considering one type higher than type of eligibility.

19. Reservation in allotment to Scheduled Castes and Scheduled Tribe employees:-

- 19.1** The reservation in allotment of accommodation to Scheduled Castes and Scheduled Tribe employees shall be five per cent in Type III accommodation and ten per cent in Type I & II accommodation.
- 19.2** The allotment from Type III shall be made in the ratio of 2: 1 vacancies to Scheduled Castes and Scheduled Tribe employees, respectively.
- 19.3** The Scheduled Castes and Scheduled Tribe applicants shall also be eligible for allotment from general quota.(Once special quota filled up)
- 19.4** The Scheduled Caste and Scheduled Tribe applicants shall mention the fact that as to whether they belong to Scheduled Caste and Scheduled Tribe in their application for allotment of accommodation, which shall be verified from their records at the time of acceptance of allotment of the accommodation by the Admin, wherever applicable.

20. Allotment to temporary status employees:-

- 20.1** Allotment of accommodation may be considered for temporary status employees i.e Trainees / Apprentice Officers / Trainee Scientists working in CMTI. Provided that such temporary status employee must have rendered service as temporary status for at least six months. The remaining tenure must 6 months or more.
- 20.2** The date of priority of temporary status employees shall be the date on which they have completed six months of service as temporary status employee.
- 20.3** The charges payable is to be notified by CMTI.

21. Temporary allotment of accommodation for marriage or social functions to the employees:-

The temporary allotment of accommodation for marriage or social purposes shall be governed by the guidelines issued by the Central Manufacturing Technology Institute from time to time, subject to availability.

22. RETENTION OF ACCOMMODATION:-

22.1 Concessional period of retention:-

- (i) The allottee may, subject to the conditions laid down in these rules, be permitted to retain the accommodation on the happening of any of the events specified in column (2) of the table below, for the period specified in the corresponding entry in column (3) thereof, provided that the accommodation is required for the bonafide use of the allottee or members of his family:

TABLE

Sl. No.	Events	Permissible period for retention of accommodation
(1)	(2)	(3)
(i)	Resignation, dismissal or removal from Service	One month on normal licence fee
(ii)	Retirement, voluntary retirement, retirement on medical six months grounds, terminal leave or compulsory retirement [under FR 56(j)], retirement on deputation, technical resignation	Six months on normal licence fee
(iii)	To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing)	6 months normal licence fee; another 3 months double the licence fee; next 3 months 4 times of the licence normal licence fee provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation.
(iv)	Study Leave	Actual period of leave or one year, whichever is earlier.
(v)	All authorized and sanctioned leave except extraordinary leave without medical grounds, on proceeding on training, on mandatory posting under Central Staffing Scheme to Lok Sabha or Rajya Sabha Secretariat on certificate from Establishment Officer, Department of Personnel and Training, and on transfer to a non-family station abroad declared by Ministry of External Affairs (provided the allottee or members of family does not own a house at the last place of posting).	For the full period of leave/posting on normal license fee
(vi)	On transfer or deputation to Public Sector Undertakings, Statutory and Autonomous bodies on their initial constitution	Sixty months on normal license fee plus House Rent Allowance drawn by the allottee from the organization

(ii) All allottees of residential accommodation shall furnish a self-certificate in case they are on leave for more than six months and retention of accommodation is required for family.

22.2. Retention of accommodation on death, retirement and transfer of an allottee posted to a nonfamily station and re-transfer to any place in India:-

(i) In the event of retirement or transfer of an allottee during his posting to a non-family station, the allottee shall be allowed the facility of retention of accommodation under occupation at the last place of posting prior to transfer to a

non-family station for the period permissible under these rules on payment of prescribed licence fee.

(ii) In the event of death of an allottee during his posting to a non-family station, the family of the allottee shall be allowed the facility of retention of accommodation under occupation at the last place of posting prior to transfer to a non-family station for the period permissible under these rules on payment of prescribed licence fee:

Provided that the extended period of retention under these rules shall not be allowed in the event of death of an allottee in cases where the deceased allottee or his dependent family members own a house at the last place of posting.

22.3. Retention of accommodation by allottee availing leave and joining time:-

(i) The allottee on transfer shall be allowed to retain the accommodation for two months or for the period of their leave not exceeding four months, whichever is more, if the leave has been sanctioned before relinquishment of charge:

Provided that an allottee availing joining time after expiry of leave at the old station, may be allowed to retain the accommodation until the expiry of the period of joining time.

(ii) Normal licence fee shall be charged for the period of retention at the old station.

(iii) In case leave is sanctioned after the allottee joined duty at new station, this period may not be taken into account for the purpose of cancellation of allotment and retention may be allowed for a period of two months only.

22.4. Retention granted on posting to non-family stations:-

Retention granted to allottees at their last place of posting in case of their posting to different non-family stations for bonafide use of their family members under different guidelines of Government of India issued from time to time, will be restricted to a maximum of three years.

23. Change of accommodation:-

Change in same type or entitled higher type of accommodation:

23.1 An allottee to whom an accommodation has been allotted under these rules may apply for a change to another same type of accommodation only after taking physical possession of accommodation allotted under initial allotment.

23.2 Only one change shall be allowed in the same type of accommodation to the allottee.

23.3 The inter seniority of the applicants for change of accommodation shall be based on their date of occupancy in to the corresponding type of eligible accommodation.

23.4 The change of same type of accommodation shall be offered as per the priority in accordance with these rules and having regard to the allottee's preference, Provided that no change in the same type of accommodation shall be allowed to an allottee within six months of the date of superannuation.

23.5 If an allottee fails to accept a change of accommodation offered to him within eight days of the issue of such offer or allotment, he shall not be considered again for a change of accommodation for that type of accommodation.

23.6 An allottee who, after accepting a change of accommodation fails to take possession of the same, shall be charged one month licence fee for such accommodation in accordance with the provisions of these rules in addition to the

normal licence fee for the accommodation already in his possession the allotment of which shall continue to subsist.

23.7 Where an allottee, who is in occupation of an accommodation, is allotted another accommodation and he occupies the new accommodation, the allotment of former accommodation shall be deemed to have been cancelled from the date of physical occupation of the new accommodation:

(i) Provided that such date of occupation, the allottee may, retain the former accommodation on payment of normal licence fee for a period of thirty days for shifting to the newly allotted accommodation:

(ii) Provided further that if the previous accommodation is not vacated within a period of fifteen days, the allottee shall be liable to pay damages for use and occupation of the previous accommodation, from the date of physical occupation of the new accommodation and the accommodation slotted in the change shall be deemed to have been cancelled under these rules.

23.8 The allottee shall ensure before applying for change of accommodation that he continues to be entitled for that type of accommodation as well as other conditions governing such change of accommodation and the Administration Dept. shall verify this fact before accepting the prescribed acceptance form of the applicant.

23.9 No change of accommodation shall be allowed to an allottee under this rule if an enquiry is under progress against the allottee on the charge of subletting.

24. Change of accommodation on medical grounds:-

24.1 Requests for change on medical grounds may be entertained only in such cases where the allottee or a member of his family or dependent-in-laws living with him, after the allotment of the accommodation in change has developed such diseases as may be specified by the Committee constituted for the purpose:

(i) Provided that a medical certificate from a Head of Department of the Speciality of concerned disease of a Government Hospital indicating the nature and extent of physical handicap or disease and recommending such a change is furnished.

24.2 Change from one floor to another floor or one building to another building in CMTI Quarters may be allowed, if the request is supported by medical certificate from any hospital for the purpose and the change of accommodation shall be given by the CMTI by issuing a well-reasoned speaking order.

25. Change of accommodation in the event of death of a member of family:-

Notwithstanding anything contained in these rules, an allottee may be allowed a change of accommodation on the death of any member of his family if he applies for a change within six months of such occurrence, provided that the change will be given in the same type of accommodation, same floor and in the same area as the accommodation already allotted to the allottee.

26. Shifting of allottees in case of quarrel between neighbours:-

26.1 Any complaint relating to the quarrels between neighbours in CMTI colonies shall be examined in detail by the committee appointed by Director.

26.2 If the allottee found guilty under this rule, the allotment shall be withdrawn.

27. Non-admissibility for regularisation or alternate accommodation:-

The facility of regularisation or allotment of alternate accommodation under rules 23, 24 and 25 shall not be admissible in the following cases:-

(i) where the allottee has become ineligible for allotment of accommodation, due to any reason, on or before the date of his death or retirement.

(ii) in the event of resignation from CMTI service.

28. Regularisation of accommodation to eligible spouse or ward in case of missing persons:-

Regularisation of accommodation in the name of the spouse or ward may be considered in cases where on the basis of a First Information Report (FIR) lodged by the family, the missing allottee has been reported untraceable by the Police authorities subject to the following conditions, namely:-

(i) The spouse or ward of the missing allottee has been appointed on compassionate grounds provided such application is made within a period of two years from the date on which the allottee has been certified to be untraceable;

(ii) Neither the missing allottee nor any members of his family own a house at the place of posting;

(iii) All dues outstanding in respect of the accommodation under occupation has been cleared:

Provided that normal rate of licence fee may be charged for the intervening period with effect from the date of missing till the date of regularisation.

29. Surrender of an allotment of accommodation:-

29.1 An allottee may surrender an allotment of accommodation at any time during the allotment period.

29.2 An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation for a period of one year from the date of such surrender.

30. Maintenance of accommodation

30.1. Maintenance of accommodation by the allottee:-

(i) The allottee to whom a residential accommodation has been allotted shall maintain the accommodation and premises in a clean condition and such allottee shall not grow any tree, shrubs or plants contrary to the instructions issued by the CMTI nor cut or lop off any existing tree or shrubs in any garden, courtyard or compound attached to the accommodation without the prior permission in writing.

(ii) Trees, plantation or vegetation, grown in contravention of this rule may be caused to be removed by the concerned maintenance agencies at the risk and cost of the allottee concerned.

(iii) No animals or birds shall be kept by the inmate without prior permission obtained in writing from the CMTI.

(iv) Allottees are permitted for pot gardening, but shall not harvest / plant anything in Common Area without the permission of the Estate Officer.

(v) They shall not pull any items into their area from other places and pluck anything from Common Area, while roaming into the office premises.

(vi) Any act which is pre-judicial to the environment by the relatives / friends of the allottee, will be responsible.

(vii) Enter into the Common Area, Nursery and plucking, removing, taking the item to their place of residence are not permitted.

(viii) Cycling by the children and morning / evening walk in the office premises is not permitted.

(ix) Morning / Evening walk shall be undertaken by the occupants of the quarters within the campus of the quarter's area.

30.2. Cooperation with Engineering Service Department (ESD) for maintenance by the allottees to carry out repair works:-

(i) All CMTI Colonies allottees of accommodation will cooperate with ESD for carrying out all kinds of repair or renovation works.

(ii) In case a complaint for non-corporation is received from ESD against any allottee, strict action shall be taken against him as per these rules and the instructions issued by the CMTI from time to time.

30.3. Misuse of accommodation for trade or business or any other unauthorised activity:-

(i) The accommodation shall be used for residential purpose only by the allottee and other authorised persons as per these rules.

(ii) Action shall be taken against the allottee for unauthorised use of the allotted accommodation as per these rules and instructions issued by the CMTI in this regard from time to time.

30.4. Payment of requisite charge or fee to public utility services:-

(i) The allottees of accommodation shall pay the charges and fees to all utility services such as electricity, water, gas etc., regularly on receipt of the bill for such payment.

(ii) In case an allottee has not paid the dues to the public utility authorities before vacation or surrender of the accommodation, vacation or surrender of accommodation shall not be accepted by the maintenance agency.

30.5. Unauthorised constructions in CMTI Quarters:-

(i) No unauthorised construction shall be allowed in CMTI residential colonies and the unauthorised constructions, if any shall be removed or demolished by the concerned ESD or the Estate Officer notified under the Public Premises (Eviction of unauthorised occupants) Act, 1971(40 of 1971), as the case may be in accordance with the provisions of that Act.

(ii) In case any further unauthorised construction is found in the accommodation of the same allottee, the accommodation provided to such allottee shall be cancelled from the date of inspection of the accommodation and he shall be debarred for allotment of accommodation for remaining period of service in future.

(iii) The procedure for dealing with cases relating to unauthorised construction or encroachment in accommodation or public premises and the responsibilities of respective maintenance agencies shall be specified by the CMTI from time to time.

31. Unauthorised occupation

31.1. Unauthorised occupation after cancellation of allotment:-

Where, after an allotment of accommodation has been cancelled or is deemed to have been cancelled under any provisions of these rules, the accommodation remains or has remained in occupation of the allottee to whom it was allotted or of any person claiming through, such allottee shall be liable to pay damages for use

and occupation of the accommodation, services, furniture and garden charges, as may be determined by the CMTI from time to time.

31.2. Issue of vacation notice and show cause notice to the allottees:-

- (i) The vacation notice shall be issued to all the allottees of accommodation or to their families at least fifteen days before the date of expiry of the permissible period of retention.
- (ii) In case where the allottees have not vacated the quarters after expiry of permissible retention period, the concerned authority will issue show cause notice to such unauthorised occupants as per the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 (40 of 1971).

31.3. Disciplinary proceedings against persons who fail to vacate temporary allotment of accommodation:-

- (i) The temporary accommodation allotted for marriage and other social purpose shall be vacated on expiry of the allotment period.
- (ii) In case of failure to vacate the allotted accommodation the matter shall be referred to the Administration for appropriate disciplinary action against him and damages shall be charged for such unauthorised occupation.

32. Subletting of accommodation

32.1. Persons to reside with allottee:-

- (i) The allottee shall reside in the accommodation allotted to him with his family and immediate relations.
- (ii) In case any relationship ceases by any order of court of law, such relation shall not reside with the allottee.
- (iii) The allottee who shares the accommodation with his family or immediate relations shall furnish prior intimation to the CMTI in such form, as may be specified by the CMTI, furnishing full particulars of his family members or immediate relations residing in the accommodation allotted to him:

Provided that the details of guests, if such guest is likely to stay for more than fifteen days in the accommodation, shall be intimated to the CMTI in such form, as may be specified by the CMTI, intimating full particulars of the individual or individuals.

32.2. Subletting of accommodation:-

- (i) An allottee shall not sublet the whole or part of accommodation including garage allotted to him:

Provided that an allottee proceeding on leave may accommodate, in the accommodation any member of his family or immediate relations, as a caretaker, by submitting, along with his leave application, the details of such member of his family or immediate relation, to the CMTI :

Provided further that the maximum period of such accommodation by a caretaker shall be not exceeding six months.

- (ii) If an allottee to whom an accommodation has been allotted, unauthorisedly sublets the accommodation, the CMTI may without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the accommodation from the date of inspection.

Explanation.-In this sub-rule, the term "allottee" include, unless the context otherwise required, a member of his family and any person claiming through the allottee.

- (iii) If an allottee sublets an accommodation allotted to him or any portion thereof or any of the out-houses or garages 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 inspection by the ESD, as may be determined by the CMTI from time to time, in this respect.
- (iv) Where an action to cancel the allotment is taken on account of unauthorised subletting of the premises, a direction shall be issued by the CMTI for initiation of Departmental proceedings and for imposition of major penalty, along with the copy of a draft charge sheet.
- (v) The CMTI shall be competent to:
 - a) Take all or any of the actions provided under this rule.
 - b) Declare the allottee to be ineligible for allotment of residential accommodation for the remaining period of his service.
 - c) CMTI may initiate disciplinary proceedings for major penalty under the relevant rules.
- (vi) Where any penalty under this rule is imposed on proved case of subletting, the aggrieved person may within thirty days of the receipt of the order by CMTI imposing the penalty, may prefer an appeal before the concerned appellate authority.
- (vii) The original order imposing the penalty shall stand unless it is modified or rescinded on appeal by the appellate authority.
- (viii) Cases where individual fails to comply with the provisions this rule shall be brought to the notice of authorities concerned for taking appropriate disciplinary action against such defaulting allottees.

32.3. Procedure for conduct of subletting inspection:-

The procedure to conduct subletting inspections by the authorised officials shall be such as may be specified by the CMTI from time to time.

Penalty for subletting:-

- (i) Cancellation of allotment of accommodation or otherwise of the cases suspected of subletting shall be decided by the concerned authority after inquiry providing equal opportunity to the allottee as per the established procedure in this regard.
- (ii) The Estate Officer shall be the deciding authority and the Director shall be the appellate authority in respect of subletting of general pool residential accommodation in CMTI.
- (iii) All cases of subletting shall be reported to the deciding authority who shall initiate inquiry and inspection in accordance with the procedure as may be specified by CMTI from time to time.
- (iv) After completion of the inspection and inquiry under sub-rule (4), the inspection report shall be referred to the deciding authority. Who shall, after giving an opportunity of hearing to the allottee, pass an order in writing and where a case of subletting is established, the allotment shall be cancelled and the allottee shall be liable to the penalty under these rules:

Provided that where allottee vacates the accommodation during the proceedings under this rule, the inquiry shall continue against such allottee and in case

subletting is established, the remaining penalties shall be imposed on him as provided under these rules.

Provided further that where allottee is aggrieved with the decision of the deciding authority, he may prefer an appeal before the appellate authority specified under sub-rule (3) within a period of thirty days from the date of receipt of the order of the deciding authority.

- (v) Where fact of subletting has been established, the deciding authority shall refer the case to the Estate Officer for initiation of eviction proceedings under the provisions of the Public Premises Eviction (Unauthorised Occupants) Act, 1971 to carry out eviction proceedings.

33. Consequences of breach of these rules and conditions:-

33.1 If an allottee sublets the residence 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 has been allotted or tampers with the electric or water connections or commits any other breach of rules or of the terms and conditions of the allotment or uses the residence or premises or allows it to be used for any purposes which the Head of the Institute considers to be improper or conducts himself in a manner which in the opinion of the Head of the Institute is prejudicial to the maintenance of harmonious relations with his neighbors or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Head of the Institute may, without prejudice to any other action including disciplinary proceedings that may be taken against such allottee, cancel the allotment after giving show cause notice.

33.2 Where action to cancel the allotment is taken on account of subletting of the whole or part of the allotted residence a period of 60 days shall be allowed to the allottee and any other person residing with him to vacate the residence.

33.3. The Head of the Institute shall have power to take all or any of the actions under these rules and to declare the allottee ineligible for allotment for a period not exceeding 5 years.

34. Consequences of breach of rules:-

The CMTI may without prejudice to any other disciplinary action that may be taken against the allottee under these rules, cancel the allotment of the accommodation, if an allottee to whom an accommodation has been allotted-

- (i) uses the accommodation or any portion thereof for any purposes other than that for which it is meant; or
- (ii) tampers with the electric or water connection; or
- (iii) commits breach of these rules; or
- (iv) breaches the terms and conditions of the allotment; or
- (v) uses the accommodation or premises or permits or suffers the accommodation or premises to be used for any purpose which CMTI considers to be improper; or
- (vi) Has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment.

Explanation.-In this rule, the term "allottee" include unless the context otherwise requires, a member of his family and any person staying with the allottee.

35. Licence fee for accommodation:-

PROVISION RELATING TO LICENCE FEE

The rates of licence fee payable by the allottees for different types of residences shall be as per the notification and/or instructions issued by CMTI from time to time.

36. PENAL LICENCE FEE :-

36.1 The allottee is liable for penalties for breach of Allotment Rules apart from cancellation of allotment of quarters and disciplinary action that may be taken against the allottee, if he /she :

- a) unauthorized sublets the quarters;
- b) erects any unauthorized structure in any part of residence;
- c) tampers with electric or water connections
- d) puts residence into improper use
- e) conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with the neighbors;
- f) has knowingly furnished incorrect information for securing allotment of the residence
- g) fail to vacate the quarters upon completion of the term of allotment or occupy the quarters unauthorized

The rates of penal license fee may be levied upto maximum ten times the normal license fee which may as per the notification and or the communication issued by the Administration, from time to time.

36.2 The Head of the Institute shall have power to revise the penal license fee from time to time.

37. PENAL LICENCE FEE ON UNDERTAKING:-

Each employee shall give an undertaking at the time of allotment of residence that he shall vacate the residence on cancellation or deemed cancellation of allotment failing which he shall be liable to pay penal license fee and that the Institute shall have authority to deduct the dues from his Leave encashment etc.

38. Personal liability of the allottee for payment of licence fee till the accommodation is vacated:-

The allottee to whom an accommodation has been allotted shall be personally liable for the payment of licence fee and for any damage beyond fair wear and tear caused thereto or to the furniture, fixture or fittings or services provided therein by the Government during the period for which the accommodation has, been and remains allotted to him, or where the allotment has been cancelled under any of the provisions of these rules, until the accommodation along with the out-houses appurtenant thereto have been vacated and full vacant possession thereof has been restored to Government.

39. Rates of damages:-

The rates of damages for unauthorised occupation or subletting or misuse of accommodation shall be specified by the Central Manufacturing Technology Institute from time to time.

40. Payment of licence fee in advance for retention of accommodation:-

All the allottees of accommodation shall pay the requisite licence fee in advance for retention of the accommodation allotted to them.

41. Special licence fee for temporary allotment of accommodation:-

The rates of special licence fee shall be charged from allottees for temporary allotment of accommodation at such rates as may be specified by CMTI from time to time.

MISCELLANEOUS:

42. INTERPRETATION OF RULES:-

If a question as to the interpretation of these rules arises, the Head of the Institute shall be competent to decide the same.

43. APPEAL:-

An employee aggrieved by the decision or order of the Estate Officer under Rules 30 and 38 may appeal in writing to the Head of the Institute within 21 days of receipt of such decision or order. However, the decision or order of the Head of the Institute shall stand unless it is modified or rescinded as a result of such appeal of the employee.

44. RELAXATION OF RULES:-

The Estate Officer, on the recommendation of the Allotment Committee, may, for reasons to be recorded in writing, recommend relaxation of any of the provisions of these rules in case of an employee or class of employees or residence or type of residences including cases where waiving off of the penal license fee is involved, to the Head of the Institute who shall have the power to relax. The Head of the Institute may at his own discretion relax any of the rules in any case.

45. OTHER PROVISION :-

45.1 The occupants of the quarters shall allow the following personnel to discharge their duties;

- a) Estate Officer or his representative for inspection of the quarters
- b) Maintenance staff for carrying out repairs and maintenance
- c) Water, Gail Gas and power supply authorities for billing and inspection

45.2 Vehicles owned by the occupants shall be parked at the location identified for the purpose and shall not obstruct free movement of other Inmates.

45.3 In addition to the above guidelines of the Institute, the quarter allotment committee may also follow / refer any such guidelines as may be notified by the Government of India in this regard, from time to time.