

No.D.11014/1/2014-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
MIZORAM SECRETARIAT, NEW SECRETARIAT COMPLEX, AIZAWL - 796001

OFFICE MEMORANDUM

Aizawl, the 26th September 2017

Subject: Policy Guidelines for regulating allotment and related matters of General Pool/AIS Residential Accommodation of the Govt. of Mizoram.

In order to regulate allotment of General Pool/AIS Govt. Residential Accommodation, cope with related miscellaneous local issues and to frame rules in line with changing circumstances, it is felt necessary to have broad policy guidelines that are updated and relevant. Therefore, in supersession of Govt. O.M. No.D.11014/1/2014-GAD dated 13.02.2015 and without prejudice to the provisions of FR&SR, revised Policy Guidelines in respect of General Pool/AIS Residential Accommodation are hereby laid down with immediate effect and until further orders:-

1. Procedure of Allotment:-

1.1 Entitlement :- The following criteria shall be adopted for determining the entitlement of various types of Govt. quarters :

a.	Employee who holds a post carrying GP between Rs. 1650/- - Rs. 2000/- : Up to Type I
b.	Employee who holds a post carrying GP between Rs. 2400/- - Rs. 2800/- : Up to Type II
c.	Employee who holds a post carrying GP between Rs. 4200/- - Rs. 4800/- : Up to Type III
d.	Employee who holds a post carrying GP between Rs. 5400/- - Rs. 7600/- : Up to Type IV
e.	Employees who holds a post carrying GP between Rs. 8700/- and Rs. 8900/- and holds senior administrative functional post of Joint Secretary/Head of Department or other equivalent administrative posts: Up to Type-V
f.	Employees who holds a post carrying GP of Rs. 9500/- and holds senior administrative functional post of Secretary to the Government or equivalent administrative posts: Up to Type-VI Note: Officers belonging to All India Service may be considered for allotment of Type-V and VI in the Quarters specially reserved for them and Pay Scales/GP may also be relaxed by the Allotment Committee with proper justifications

g. VIP, Ministers, etc. : Type VII/VIII/Bungalow

- Note : For the purpose of determining entitlement, Grade Pay (GP) means the Grade Pay of the post to which the Govt. Servant is appointed and not the Grade Pay received by him/her under the ACP Scheme

1.1 (a) An employee not entitled to draw HRA, including Contract/ MR Employees, shall not be entitled to allotment of Quarters. However, if any of the Quarters does not have any takers after repeated allotment, temporary allotment for such Contract/MR employees may be considered and 5% of Salary/Wage shall be recovered as Licence Fee.

1.1 (b) Coverage of entitlement : The following categories of Government employees shall be eligible to apply for General Pool Quarters :

- (i) State Government regular employee
- (ii) Regular employees of State Commissions/Boards under State Government.

There shall be concession for ad-hoc allotment of quarters to eligible dependant/member of family on furnishing of Declaration with the application in the event of retirement/death of the allottee.

1.2 Date of priority :- For determining the date of entitlement and priority for allotment, the date of joining the post in the place of posting or the date from which the employee attains the relevant pay scales whichever is later will be taken as the date of priority from which date an employee will be eligible for allotment in case an application is submitted on the same date. In other cases the date of joining the post in the station of posting or the date on which an employee attains the relevant pay scale or the date on which an employee attains the relevant pay scale or the date on which an employee applies for allotment of quarters whichever is the latest will be the date from which an employee will be considered eligible for allotment. If an allotment is made in exceptional cases, enhanced licence fee shall be levied as per provisions of FR & SR. When more than one application for the same quarter is received, while considering allotment, priority shall be given to seniority of application and any other medical, security of functional reasons.

1.3 Relaxation :- If an employee desires and applies, out of turn allotment, other than according to the entitlement and priority may be made for one type below the entitlement, that is to say an employee who is entitled for Type IV may be allotted Type III accommodation before his turn for allotment of Type IV comes.

1.4 Restriction:- An employee who owns a house at the station of posting shall not be allotted government quarters. An employee who owns a house, or constructs a new house shall report to the Government in GAD, and shall vacate the quarters as soon as a dwelling unit is completed in the buildings. In case of allotment of government quarters in exceptional cases to those having his/her own house, enhanced Licence Fee shall be levied as per provisions of FR&SR

1.5 Allotment Committee :- There shall be an Allotment Committee which shall consider allotment within laid down Policy Guidelines and decide the allotment, provided that recommendations of the Quarter Allotment Committee (QAC) in respect of Type V / VI will be subject to approval of Chief Secretary :

Chairman	Secretary, GAD
Members	Addl. Secretary / Jt. Secretary / Dy. Secretary / Under Secretary / Superintendent, GAD
<i>Note : Secretary, GAD means the Administrative Head of the Department and shall include Addl. Chief Secretary, Principal Secretary, Commissioner & Secretary and Secretary who heads the Department.</i>	

1.6 Procedure of the Committee :- The Committee shall meet regularly as and when there is a/are vacant quarter (s) available for allotment. Allotment of Quarters shall be based on the Officials in the grade and the eniority of the applications. Out-of-turn allotments may be considered on certain specific grounds to be recorded by the Committee in writing.

1.6 (a) Transit Accommodation for AIS Officers : AIS/Central Service Officers shall have the option to apply for AIS Transit Accommodation provided by the Government if they prefer such accommodation over General Pool Quarters or if no such General Pool quarters are available for allotment.

1.6 (b) AIS officers may occupy a room/suite at State Guest House/ Tourist Lodge if there is no General Pool/Transit Accommodation quarters available for allotment. Such Officers shall have the option to forfeit HRA in lieu of room rent. However, this option shall not be available when there are General Pool Accommodation/Transit Accommodation available for allotment/occupation. In this option, only one room/suite shall be eligible for this exercise.

1.7 :- All applications for allotment of Govt. Residential Quarters in the prescribed form (available in the office of GAD) submitted to GAD through the concerned Head of department only will be considered.

1.8 :- Deduction of Licence Fee and stoppage of grant of HRA to occupants/family is the responsibility of DDO/Head of Office/Department concerned. Cancellation of allotment of quarters issued from GAD due to Vacation Report by certain occupants, will only enable the concerned Department to consider grant of claim for HRA and stoppage of deduction of Licence Fee from salaries under their control.

2. Guidelines for occupants of Govt. quarters

2.1 :- Govt. quarters should be occupied by the bonafide allottee on submission of Occupation Report to GAD. Subletting shall not be permissible. Subletting of whole or portion of allotted accommodation shall entail payment of ten (10) times normal Licence Fee and the allottee declared ineligible for allotment for the remaining period of service.

2.2 :- Occupants should keep the quarter and its surroundings in good and peaceful condition.

2.3 :- Occupant who/or whose family has acquired/owned a house at the place of posting should surrender his/her allotment with a report of vacating the quarters, failing which he/she makes himself/herself liable to Penal Licence Fee as per market rate of rent and penal rent as assessed for the quarters occupied, covering the period with effect from the date of owning the house.

2.4 :- Occupants should clear all his/her bills due to occupation on time including electricity reconnection/consumption and water charges. Responsibility for non-payment of bills and its consequences will be fixed upon the last occupant/occupant concerned and the entire outstanding bill which may have fallen within the period deemed to be his/her occupation shall be insisted upon him/her.

2.5 :- Occupants should dispose of their own garbage in the proper manner. Throwing of solid/liquid waste through the windows, doors or veranda is strictly prohibited. They should also keep their visitors/guests informed of this prohibition.

- 2.6 :- Occupants should not use the quarters and its area either for making public nuisance or indulging in anti-social activities/behaviour unbecoming of/to Govt. servants and family (domestic/street violence, consumption of intoxicating drinks, drug/sex abuse etc.) Every occupant who comes to know of such unwanted occurrences must inform GAD for suitable action.
- 2.7 :- Govt. Residential Quarters and areas like steps, staircases, terraces, corridors, verandahs etc. are the common property of all occupants. They are expected to maintain cordial relations and decorum with their neighbours and observe mutual respect, irrespective of rank or background. They are also expected to refrain from indulging in any kind of behaviour that creates annoyance/disharmony amongst themselves or problems for other occupants.
- 2.8 :- Occupants should not practice domestication of animals within the quarters and its surrounding areas.
- 2.9 :- Pensioner or anyone transferred outside the station should vacate their quarters at once unless prior permission for retention of their quarters is obtained. Otherwise, the quarters may be allotted to other deserving applicants even before actual vacation. Therefore, all DDOs/Head of Departments are responsible to inform GAD of such cases as Retirement/Transfer/Death of occupants of quarters under their control.
- 2.10 :- One (1) month advance intimation to GAD about vacating their quarters is necessary and final Vacation Report accompanied by No Due Certificate should be submitted to GAD with the key.
- 2.11 :- 'Vacation Certificate' will be issued by GAD once it is satisfied that the concerned occupant has cleared all charges/dues, including electricity & water charges incurred during the period of his/her occupation. The occupant will be considered to have vacated the Quarters only when this certificate is issued; otherwise all liabilities shall be on him/her.
- 2.12 :- An occupant should surrender Allotment of his/her quarter if another quarter is being allotted to a member of his/her family in the same station.
- 2.13 :- Where two (2) employees in occupation of separate allotments in their respective names marry each other, they shall, within one month of the marriage, surrender one of the allotments.

2.14 :- Employees to whom residences/quarters of the same type have been allotted may apply for permission to mutually exchange their residences/quarters only once during their entire spell of posting.

2.15 :- All members of the family who are Govt. servants and reside in the quarter allotted shall not be entitled to draw HRA, including the allottee himself/herself, irrespective of whether they are husband and wife/State or Central Govt. employees.

2.16 :- Alteration of quarters without authority from the Govt. is not permissible.

3. Licence Fee:-

Standard Licence fee calculated on the capital cost of the Govt. Residential Quarters fixed for different type of classification is revised from time to time, existing flat rate of Licence Fee is hereby revised with effect from the date of issue of this Office Memorandum as follows :

Type	Living Area (Sq. mt)	Licence Fee	
		Existing flat rates	Revised rates
I	30	100	130
II	31-50	200	250
III	51-75	300	400
IV	76-92	400	550
V	93-160	800	1000
VI	161-225	1200	1400
VII (Bungalow)	226-350	1600	1900
VIII (Bungalow D)	351-522	2500	2800

Hostel and All Services Officers' Residential/Transit Accommodation :

Category of Suite	Living Area (Sq. mt)	Licence Fee	
		Existing flat rates	Revised rates
Single without kitchen	21.5 - 30	200	300
Single with kitchen	30.5 - 39.5	300	400
Double with kitchen	47.5 - 60	400	500

4. Licence Fee Free Accommodation:-

4.1 :- Official residences of the Governor, the Chief Minister, the Speaker and other designated bungalows/quarters of high officials like the Chief Secretary, the DGP, DC/DM and District SP are usually free of Licence Fee. However, they shall not be entitled to draw HRA. Any supplementary residential accommodation shall not be allotted to them elsewhere in Mizoram. Occupation of Official residences/Designated Quarters shall be co-terminus with the tenure of incumbency concerned. Overstay in these accommodations shall not normally be possible.

4.2 :- The Government can declare any type of accommodation as Licence Fee free accommodation and allot it in an exceptional case, to any official/person for his/her outstanding achievement of national/international prestige.

4.3 :- Written report of occupation and vacation of these residences/accommodations should be given by the allottee to GAD for official record.

5. Retention:-

5.1 :- A residence allotted to an officer may be retained on the happening of any of the events specified in Column (1) of the table below for the period specified in the corresponding entry in Column (2) thereof, provided that the residence is required for the bonafide use of the official or members of his/her family :

Sl. No.	Events (1)	Permissible period of retention of the residence (2)
(i)	Resignation, dismissal or removal from service, termination of service or unauthorised absence without permission	One (1) month

(ii)	Retirement or terminal leave	Two (2) months on normal Licence Fee and another two (2) months on double normal Licence Fee. On Medical/Educational Grounds :- <ul style="list-style-type: none"> • Further retention for two (2) months on four times normal Licence Fee • Subsequent two (2) months on six times normal Licence Fee
(iii)	Death of allottee	Up to two(2) years, if the deceased or his/her dependant does not own a house at the last station
(iv)	Transfer to a place outside the station	Transfer/Deputation to a place outside Aizawl/Station – Up to 2 years on payment of double Licence Fee, if the official declared Aizawl/Station as his home town & does not have a house in Aizawl. Further retention beyond 2 years may be allowed in special and deserving cases.
(v)	Leave (other than leave preparatory or retirement, medical leave, maternity leave or study leave)	For the period of leave but not exceeding four (4) months
(vi)	Maternity leave	For the period of maternity leave plus leave granted in continuation subject to a maximum of five (5) months.

Sl. No.	Events (1)	Permissible period of retention of the residence (2)
(vii)	Leave preparatory to retirement	For the full period of leave on full average pay subject to a maximum of 180 days in the case of leave preparatory to retirement inclusive of the period permissible in the case of retirement.

(viii)	Study leave in or outside Mizoram	(a) In case the officer is in occupation of accommodation below his entitlement, for the entire period of his study leave. (b) In case the officer is in occupation of entitled accommodation, for the period of study leave but not exceeding 6 months : Provided that where the study leave extends beyond 6 months, he may be allotted alternative accommodation, one type below his entitlement, on the expiry of 6 months or from the date of commencement of study leave, if he so desired.
(ix)	Deputation outside Mizoram	Up to six months
(x)	Leave on medical grounds	Full period of leave
(xi)	On proceeding for training	Full period of training

5.2 :- Where a residence is retained, the allotment shall be deemed to be cancelled on the expiry of the admissible concessional periods unless immediately on the expiry thereof the officer resumes duty in an eligible office at the same station of the retained quarters.

5.3 :- Re-employment period after superannuation of any quarter allottee will be treated as normal retention after retirement. Thus, if the re-employment after superannuation exceeds 8 months, retention of quarters shall be deemed to have been exhausted and no further retention shall be allowed.

5.4 :- Occupation of Quarters beyond permissible period of retention:

If, after the expiry of the period of retention is over, the allottee cannot vacate the quarter due to special reasons to be recorded in writing in the application, and if continued occupation is allowed, such allottee shall pay monthly rent at the rate fixed by the Government for hiring of private buildings for government accommodation with approval of Competent authority on payment of Market Rent.

5.5 :- When the allotment/retention period is over and there is no further extension, the allottee shall vacate the Quarter immediately. Failure to vacate shall be liable to eviction at his/her own cost.

6. Penalty for breach of Policy Guidelines :-

6.1 :- Ten times flat rates of Licence Fee shall be imposed on allottee of Govt. quarters on his/her subletting of whole or portion of allotted accommodation, and then, the allottee shall be declared ineligible for allotment for the remaining period of service.

6.2 :- Market rate of rent or penal rent assessed for the quarters occupied or enhanced rent as per provision of FR&SR shall be realised from the allottee who fails to surrender/vacate the accommodation in violation of the guidelines on the following grounds :

- (i) Unauthorised overstay in the Govt. accommodation beyond permissible period of normal retention or beyond such permissible period as particularly mentioned in a general or special order that the Govt. may issue from time to time
- (ii) Usage of accommodation for any purpose other than residential.
- (iii) Unauthorised occupation of quarters, if found.
- (iv) Owning of building in the station of posting.

6.3 :- Allotment will be cancelled and in addition, disciplinary action may be taken against the allottee if he/she –

- a. tampers with electric or water connections
- b. puts the residence into improper use
- c. conducts him/herself in a manner which is prejudicial to the
main-
allot-
ment of the residence
- d. has knowingly furnished incorrect information for securing
tenance of harmonious relations with his/her neighbours

Breach of any clause of the Policy Guidelines may invite penal action.

Sd/- ZOTHANKHUMA

Commissioner & Secretary to the Govt. of Mizoram
General Administration Department

Memo No D.11014/1/2014-GAD

: Aizawl, the 26th September 2017

Copy to:-

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Mizoram.
3. P.S. to Speaker/Deputy Speaker, Mizoram.
4. P.S. to all Ministers/Vice Chairman, State Planning Board.
5. Sr. P.P.S. to Chief Secretary, Govt. of Mizoram.
6. All Principal Secretaries/Commissioners/Secretaries, Govt. of Mizoram.
7. All Administrative Departments.
8. All Heads of Departments, Govt. of Mizoram.
9. Guard File.

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