

# **DEPARTMENT OF GENERAL ADMINISTRATION**

## **ALLOTMENT PROCEDURES FOR STAFF QUARTERS**

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## CHAPTER - I

### QUARTERS TYPE

Quarters Type defined as classifications of quarters according to their Locations, Living Area and Living Conditions admissibility to the eligible employees.

According to SR.317-B-5 it can be termed as classifications of residence

Tata Memorial Centre, has more than 5 types of quarters which can be broadly classified into Type A, B, C, D, E and E-special with reference to Types classified by Directorate of Estate i.e. I, II, III, IV, IVD Spl., V-A-D-II, V-B-D-I.

Quarters Types, classified upon Area and numbers of rooms are categorized below :

Sr. No.	Types Classified Directorate of Estate	Basic Pay/ Grade Pay	Types Classified TMC	Area		No. of Rooms
				Sq. Mtr.	Sq. Feet	
1	I	1300 To 1800	A	17.83 up-to 30	192 to 323	1 RK
2	II	1900 To 2800	B	26.05 up-to 50	280 to 538	1 BHK
3	III	4200 To 4800	C	34.50 up-to 65	371 to 700	2 BHK
4.	IV	5400 To 6600	D	59.00 up-to 75	635 to 807	3 BHK
5.	IV Spl.—D	6600	D	76.00 up-to 91.50	818 to 985	3 and more
6.	V-A -- D-II	7600 To 8000	E special	Up to 106	Up to 1141	4 BHK

Fig 01

### Eligibility:

According to SR.317-B-5 Eligibility of an officer for Government accommodation shall be determined as per the Grade Pay of such officer in his present post held in the Government of India.

Date of priority / seniority for the accommodation to the eligible Type of Quarter is date on which the employee acquired the post in the present Grade Pay.

Following is the Eligible grade pay for their entitled types

Types According Directorate of Estate	Types in TMC	Grade Pay / Basic Pay
<b>Type of Residences</b>		
I	A	Rs.1,300, Rs.1,400, Rs.1600, Rs.1650 and Rs.1,800
II	B	Rs.1,900, Rs.2,000, Rs.2,400 and Rs.2,800
III	C	Rs.4,200, Rs.4,600 and Rs.4,800
IV	D	Rs.5,400 to Rs.6,600
IV (Spl)	E	Rs. 6,600
V-A (D-II)	E-spl	Rs.7,600 and Rs.8,000
V-B (D-I)		Rs.8,700 and Rs.8,900
VI-A (C-II)		Rs.10,000
VI-B (C-I)		Rs.67,000 to Rs.74,999
VII		Rs.75,000 to Rs.79,999

Fig. No.02

## CHAPTER - II

### AVAILABILITY

TMC has different Types of Quarters at various locations like Mulund, Payalipada, Mandala and Anushakti Nagar, Fig 03, shows the number of Buildings, total number of Flats availability for each Types and Locations.

Location	Types of Quarter						Total
	I	II	III	IV	IV Spl - D	V-A – D II	
	A	B	C	D	D	E Special	
Mulund	160	140	--	--	--	--	300
Chembur	Presently vacated for Redevelopment						--
Paylipada	--	48	72	--	--	--	120
Mandala	--	--	56	32	--	--	88
Anushakti Nagar	--	--	--	32	--	10	42
<b>Total</b>	<b>160</b>	<b>188</b>	<b>128</b>	<b>64</b>	<b>--</b>	<b>10</b>	<b>550</b>

Fig. No. 03

\* Out of 550 Flats TMC presently have surrendered 23 Flats including Type B, C & D against 14 Flats of Type E/II and above allotted by DAE under DAE Pool to TMC. This list can vary, as and when new allotments under pool offered to TMC and Flats in lieu of these allotments surrendered by TMC to compensate proportionate area in Sq. Mtrs. under DAE Pool. In addition to this 42 Flats comprising of Type C and B accommodations are spared for 'Chummary / Sharing Allotments' for Trainee Students. Excluding these flats Potential Availability of Service Quarters counts to **485** Flat against strength of sanctioned posts .....for TMC

## CHAPTER - III

### ALLOTMENT POOL:

DAE Pool to TMC can be defined as a separate branch of TMC accommodations allotted by DAE under DAE Pool to TMC, According to the MOU between Tata memorial Centre and Directorate of Construction Services & Estate Management, DAE considers for allotments of Type VI-A – C-II and above to TMC under DAE Pool and DAE has a sole control on these Allotments. It is in the scope of DAE Secretary / Additional Secretary to issue allotment order in the DAE Pool to TMC. The exchange of Flats is done on total area in exchange, to be compensated.

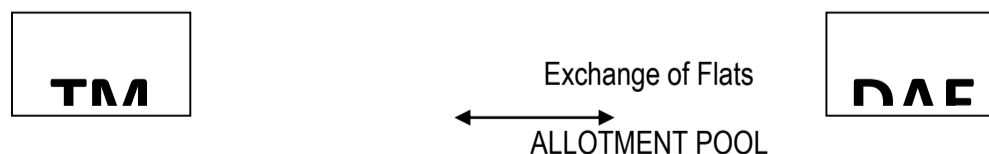


Fig No.04

However, the status of flats exchanged in DAE Pool to TMC, Fig.No.05 and 06 shows the flats exchanged between DAE and TMC.

**DAE to TMC Pool**

Sr. No.	Flat No.	Type	Bldg	Area in Sq.Mtrs
1	8-B	E/II	Zerlina	224.14
2	4-B	E/II		224.14
3	10/B	VIA (E1)	Purnima	162.63
4	25	VIA (E1)	AnandBhavan	118.60
5	21	VIA (E1)		117.24
6	27	VA E		103.34
7	10	VA E		99.49
8	6	VA E		101.17
9	102	VA-E	Meghnad	134.33
10	709	IV D SPL	Bhaskara	89.00
11	B-9	IV-D	Bandra	70.76
12	31	E	Kenilworth	103.20
13	11	E		103.20
14	41	IV D Spl	Girnar	75.59
<b>A</b>	<b>Total Area in Sq. Mtrs. =</b>			<b>1726.83</b>

**Fig. No.5**

Sr. No.	Particulars	Area in Sq. Mtrs
<b>A</b>	<b>Allotment of area to TMC</b>	<b>1726.83</b>
<b>B</b>	<b>Area Surrendered to DAE</b>	<b>1430.61</b>
<b>C</b>	<b>Balance Area to be compensated under pool</b>	<b>296.22</b>

**Fig. No.7**

**TMC to DAE Pool**

Sr. No.	Flat No.	TYPE	Bldg	Area in Sq.Mtrs
1	17	C	Shubham, Mandala	47.43
2	18			47.43
3	20			47.43
4	22			47.43
5	24			47.43
6	24			Satyam, Mandala
7	7	D	Vaitarna, AN	71.09
8	8			71.09
9	4	D	Shivam, Mandala	72.04
10	10			72.04
11	15			72.04
12	3	D	Sundaram, Mandala	72.04
13	8			72.04
14	15			72.04
15	16			72.04
16	1	D	Periyar, A.N.	71.09
17	16			71.09
18	15	B	Sanjivani, Payalipada	41.72
19	13	B	Sanjivani, Payalipada	41.72
20	9	D	Periyar, A.N.	71.09
21	7	C	Charak, Payalipada	47.43
22	8	C	Charak, Payalipada	47.43
23	1001	E	Bhaskara	108.00
<b>B</b>	<b>Total Area in Sq. Mtrs. =</b>			<b>1430.61</b>

**Fig. No.6**

## **CHAPTER - IV**

### **ALLIED SERVICES**

The day to day maintenance issues of Quarters are taken care from Maintenance Unit of DCSEM at different places for the Service Quarters at different locations.

Maintenance Units for respective Quarters / Addresses / Contact Nos. Details.

In addition to this TMC has provided support services such as Security Guards, Sweepers to collect daily waste from each flats and clean the campus of the Quarters and Gardener at few locations as per the requirement, under Cosmetic Maintenance of Staff Service Quarters.

Any other incidental expenses incurred met with proper approval of the Competent Authority [here Chief Administrative Officer, TMC]

## CHAPTER – V

# *Allotment of Quarters Procedures & Methodology*

**Purpose :**

To provide a method for processing allotment procedure of Staff Service Quarters

**Scope :**

To delegate powers and allot Service Quarters accommodations available to the bonafied employees of TMC with standardized procedures for priorities and entitlements to allot the quarters.

**Vesting Powers &Responsibilities :**

Allotment of Quarters of Type C, D,IV Spl.—D and V-A – D-II is under scope of powers vested with Director TMC, conferred upon in the Bye Laws article 6.1.1, Duties of Director, TMC in the interest of Business of the Centre. Director, TMC has the discretionary powers to take decision on allotments of Quarters of Type C and above relaxing the conditions, as a special case one time or every time, in the interest of the Centre.

Director, TMC is the only authorized signatory to recommend to Secretary / Additional Secretary, DAE. Govt. Of India for accommodation under DAE Pool, for allotment of Type of Quarters VI-A – C-II and above, under DAE Pool,for Doctorsentitled for accommodation.

Allotment of Quarters of Type B and A Quarters is under control of Chief Administrative Officer, TMC, the allotment as per the norms of Seniority / Priority allotment and in some special cases out of turn allotments relaxing the rules on Functional Grounds / Medical Grounds or under reservations for Medically Handicapped / disabled or differently able employees.

Chief Administrative Officer, TMC, reserves right to take decisions to grant Change of Quarter.

**PROCEDURES :**

**Intimation through Notification:**

Junior Administrative Officer, Allotment Section, TMH, is responsible for issuing of circular, usually issued in the month of December every year, based on the availability of Quarters. All the eligible permanent employees of TMC, in requirement of housing applies for the Staff Quarters.

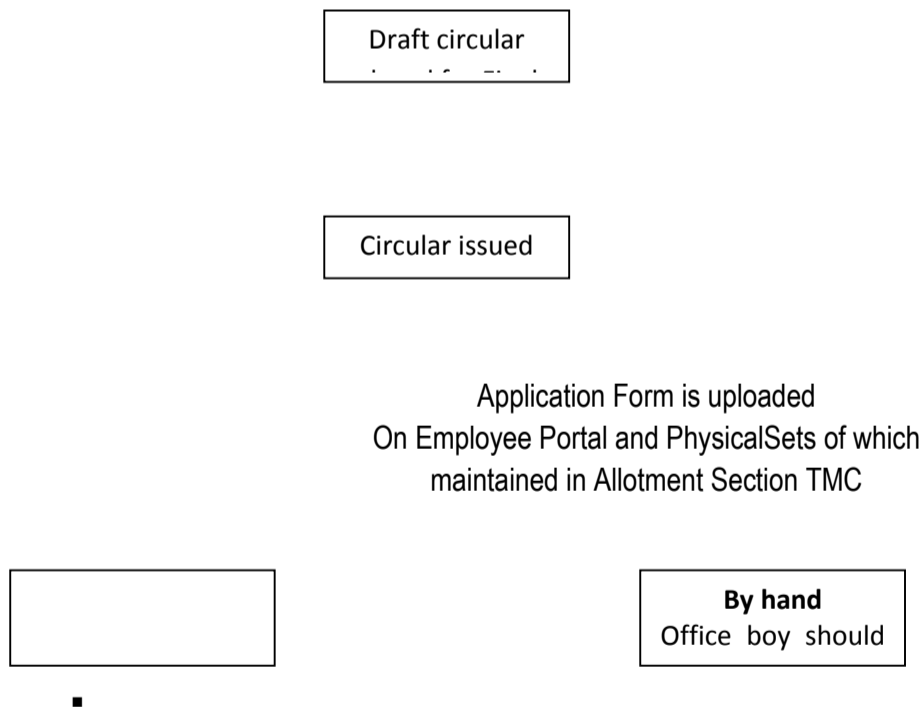
The Staff interested in applying Staff Quarters should apply every year in response to this Notification, as once new Notification issued earlier seniority list of applicants stands as lapsed / scrapped.

Whenever there is acute shortage of availability of Quarters this exercise of Notification to receive application for allotment of Quarters is not initiated and the list of Seniority of the earlier occasion stands valid for considering allotments.

There are two types of Application Forms

- Type A Accommodations.
- For Type B, C, D Accommodations.

Steps taken by for issuing the circular is shown in following downward Flow-Chart.



**Fig. No.8**



**Seniority / Priority List:**

After Securitized the applications different seniority lists are prepared based on the types of accommodations viz. A, B, C, D and E.

The seniority list is prepared as per the eligibility of the entitled Grade Pay for the Types of accommodations and based on the date of acquiring the Grade Pay.

**Steps taken in preparation of Seniority List**

Once the Applications are

The

A Checklist

Preparations of

	Name of the Employees	Designation	CC No.	Grade Pay	Date of Appointment	Date of acquiring Eligible Grade Pay	Remarks, if any
1							
2							
3							

**Fig. No.9**

### Usual Course of Allotment:

Based on the Seniority of the entitled employee the Allotment Orders are issued. There are two types of Allotments as stated

**Allotment Orders:** Allotments orders can be broadly classified in two Types

- a) Allotment Orders for Mulund,
  - a)i Allotment Orders of Type-A accommodations, Mulund,
  - a)ii Allotment Orders of Type-B accommodations, Mulund.
- b) Allotment Orders from DCSEM for Type B-C-D Accommodations at Paylipada, Mandala and Anushakti Nagar.
  - b)i Allotment Letters to Chief Administrative Officer, DCSEM, format enclosed,
  - b)ii Allotment Order for DCSEM, to A.P.O., Allotment Section, format is enclosed

### Steps in issuing Allotment order for Mulund

Check List for procedures to be followed:

Finalization of the List of Vacancies

Approval to be sought for

Dealing officer should

Copy of Allotment orders

Copy of Allotment Order be

While Taking Over the Staff  
Quarter Copy of Inventory

Date of Acceptance of  
allotment on the Inventory

Intimation of Allotment date

Fig. No. 10

### Steps for issuing Allotment for DCSEM Quarters

Check List of procedures to be followed:

Examining the list of

Approval to be sought

Dealing person should

A covering letter  
addressed to CAO

Copy of Allotment order  
signed by APO, shall be  
submitted to the

Occupation Report is

Date of

Further the date is

Fig. No.11

## Out of Turn Allotment:

In General Pool Accommodation, 5% of vacancies is reserved for Ad-hoc allotments on Medical Grounds for heart ailments, T.B. and Cancer as Out of turn Allotments on medical grounds and to Physically Handicapped personnel's.

Out of Turn Allotment can be described as the allotment done by relaxing the norms.

The allotment considered out of the 'usual course' for allotment, is termed as 'Out of Turn Allotment'. In usual course of allotment applications are received against intimation of Official Notification and the seniority in any or all the candidates entitle for allotment is maintained, as waiting list of eligible employee.

- I. Out of turn Allotment is exercised within authority of powers vested with Director, TMC for allotments of Type C and above quarters on locations at Mandala and Anushakti Nagar, to newly appointed Consultants, Doctors or Staff Members of any Cadre with some genuine reasons on Functional / Medical Grounds, in the interest of the Centre.
- II. Out of turn Allotment in DAE Pool : For allotments of Type of Quarters VI-A – C-II and above, Director, TMC is the authorised signatory to recommend to Secretary / Additional Secretary, DAE. Govt. of India for accommodation under DAE Pool, for Doctors entitled for accommodation.
  - In this case Consultant / Senior Surgeons desiring better living condition and location applies request for specific accommodation to the Director, TMC, who in turn forward a letter to Secretary / Additional Secretary, DAE, for grant of accommodation under Govt. Pool at specific locations.
- III. Ad-hoc Allotment is also recommended by Director, TMC, in case of employees not on permanent post but appointed on Ad-hoc basis on Fixed Term charging 10% of total emoluments as HRA and six time the normal license fee applicable and allied charges, on genuine reasons in the interest of the Centre.

Allotment Section issues allotment order and further course of action according to usual allotment procedure explained in **Fig. No.10 & 11**.

- IV. Out of turn allotment is also exercised with the authority of powers vested with C.A.O., TMC for Type C, Type B and Type A Quarters at locations Paylipada and Mulund.
  - In this case employee writes 'Letter of Request' for Service Quarter directly to C.A.O., TMC. This letter is forwarded to JR.A.O., Allotment Section, TMC for necessary action.
  - JR.A.O. [ADMIN], Allotment Section, TMC generates a Note for appropriate approval before issuing Allotment Order, if recommended for Out of Turn Allotment on the grounds stated in the letter and in the interest of the Centre. JR.A.O. [ADMIN], Allotment Section issues allotment order and further course of action according to usual allotment procedure explained in **Fig. No.10 & 11**.

In case of Out of Turn Allotments of Type C, D & above at locations Mandala, Anushakti Nagar, the Competent Authority is Director, TMC and in other cases at locations Paylipada, Mulund, the C.A.O., TMC, is the Competent Authority.

## Change of Quarter:

Change of Quarter is granted under following conditions :

### a) When employee is staying in the Type of Quarter lower than his eligible type :

- ❖ A letter received seeking / requesting Change in Type of Quarter to his / her entitled Type. These letters are kept on record in allotment section.
- ❖ As and when availability is generated due to Vacations or conversions of Chummary Accommodation or on Creation of Additional Facility, Competent Authority can consider for allotment under Change of Quarter.in eligible Type, while considering other regular allotmentson Seniority or Out of Turn allotments.
- ❖ JR.A.O. [ADMIN], Allotment Section, TMC put ups a Note, for taking approval of the Competent Authority in writing for Change of Quarter on the grounds stated in the letter for seeking Change of Quarter and then on obtaining approval issues Allotment Order.
- ❖ Allotment Order can be issued, according to usual allotment procedure explained in **Fig. No.10 & 11.**

### b) When a flat needs to be taken for major repairs :

On happening of any untoward incident of structural damage OR When flat is damaged due to heavy seepage, it requested to concerned Maintenance Department, DCSEM to inspect the flat and to take the flat for major repairs and to make good the living condition of the flat for occupying. In this case the time line requires is indefinite to complete the repairs and reconditioning work.

- ❖ In such cases Competent Authority allots another flat in lieu of this damaged flat, JR.A.O., [ADMIN], Allotment Section, TMC, follows the check list of usual allotment procedure explained in **Fig. No.10 & 11.**
- ❖ As and when the flat gets repaired Maintenance Department informs Allotment Section, TMC. JR.A.O.[ADMIN], Allotment Section, TMC has to issue fresh Inventory Form and get the Flat vacated temporarily allotted in lieu of this flat under repairs with procedures followed under vacation of Flat. As per the procedure for 'Vacation of Flats' explained in **Fig. No. 00.**

### c) Change of Quarter on Medical Grounds :

The change of quarter is granted for higher for severe illness such as Cardiovascular Disorders, Cancer & T.B. for better living conditions in Type higher than eligibility in lieu of his accommodation, on triple the normal license fees and allied charges.

- In such cases Competent Authority allots Change in accommodation in lieu of his/her flat viz. In the entitled type or higher Type on availability and triple the normal license fees and allied charges.
- JR.A.O. [ADMIN], Allotment Section, TMC follows the check list instruction of usual allotment procedure explained in **Fig. No.10 & 11**

### d) Change of Quarters on Disciplinary Grounds :

The Change of Type is exercised as disciplinary action to employee against whom disciplinary charges have been proved. In this case employee is compelled to be shifted to Flat of Lower than entitled Type as a punishment.

- ❖ In such cases Competent Authority issues punishment order to shift the employee to lower than to the entitlement Type. A.A.O.[ADMIN], Allotment Section, TMC issues Inventory Form for vacating the flat occupied of his entitled Type and get the Flat vacated in lieu of allotment in the lower Type of accommodation.
- ❖ JR.A.O. [ADMIN], Allotment Section, TMC follows the check list instruction of usual allotment procedure explained in **Fig. No.10 & 11**, to allot the Flat Lower than the entitled Type.

### Retention of Quarters:

1) An employee who is allotted a government accommodation is normally permitted to retain the same till it is surrendered by him or he ceases to occupy the residence or the allotment is cancelled / deemed to have been cancelled for any reason by the Director of Estate.

Concessional period of retention: employees / families may be permitted to retain the quarters for the period noted against the events in the condition and employees governed BMC or CG employee.

Concessional period of retention: Employee / Families may be permitted to retain quarters for the periods noted against the event in the table below, on the payment of normal licence fee.

#### a) Retention of Quarters in case of C.G.

	Events	Permissible period for retention of residence
1.	Resignation, Dismissal, removal or Termination of service or unauthorized absence without permission i) 1 month	Normal Payment
2.	Retirement or <b>terminal Leave</b>  i) First two Months ii) Next two Months iii) Next two Months	As per O.M. No. 5/6(2)(13)/2013-SUS/4855 dated 16.04.2014 an employee retired after 16/04/2014 is eligible to retain the departmental accommodation for maximum period of Six months on payment of licence fee as detailed below:  Normal Licence fee Four times the normal licence fee Eight times the normal licence fee
3.	Death of the allottee	2 years if the deceased or his / her dependent does not own a house at the last station

#### b) Retention of Quarters in case of B.M.C.

	Events	Permissible period for retention of residence
1.	<i>Retention of Departmental accommodation after retirement</i>  <i>i) First Three Months</i>  <i>ii) Next Three Months</i>	<i>As per BMC Circular No. (2011-12) dated 27.01.2012</i>  <i>Pay in Pay Band + Grade Pay = Total Pay X 7<sup>1/2</sup> X 3 months</i>  <i>3 times HRA + Normal Rent</i>

2.	<i>Death of the allottee</i>	<i>Pay in Pay Band + Grade Pay = Total Pay X 7<sup>1/2</sup> X 3 months</i>
	<i>i) First Six Months</i>	
	<i>II) Next 2 Months</i>	<i>3 times HRA + Normal Rent</i>

**c) Steps to be followed in retention Quarters**

Self  
Explanatory

Inception of

Once  
approved letter

d) Damage Charges: Accommodation after to retention period will be considered as unauthorized stayal is liable for payment of damage charges

The rate of damage charges applicable for CG, employees are as follow:

	Location	Damage/ Market rate for 1 <sup>st</sup> month of unauthorized occupation
1.	For Flats located at Colaba, Peddar Road Kenilworth, Anand Bhavan, Atomica, Zerlina, Purnima & Mistry Nagar	120 times of normal flat rate of licence fees
2.	Anushaktinagar, Old Mandala, New Mandala, Chembur, Ghatkopar & Bandra	50 times of normal flat rate of licence fees

The rate of damage charges applicable for BMC, employee are as follow:

1.	Damage charges after 6 months	Total Area of 191.85 Sq ft. Mulund Staff Qtrs., * X 100 penal charges 19,185/- per month
2.	Damage charges for deceased employee after 9 months	Total Area of 191.85 Sq ft. Mulund Staff Qtrs., * X 100 penal charges 19,185/- per month

