

Ref No.: PGCIL/R/E/22/00181

Date: 03.06.2022

To,

Shri Devesh

POWERGRID Complex,

Near Kiriharapur Railway Station,

Ibrahim Patti, Ballia-221716

Mob: 8668 374 409

Subject: Regarding information sought vide online communication dated 18.05.2022 under RTI Act, 2005.

Sir,

This has reference to your online RTI application dated 18.05.2022. In this regard, information sought by you is as under:

Information Sought	Information Provided
If C-type accommodation are vacant at site and no allotment request pending, then can a candidate E2 and below will be considered for allotment of C type residential accommodation at hardship station?	Information sought by you is interrogative in nature, which does not come under the ambit of information under the RTI Act, 2005. However, copy of POWERGRID Allotment of Residential Accomodation Rules is attached.

Address of First Appellate Authority:

Shri R. Nagpal

Executive Director, Northern Region – III

Power Grid Corporation of India Limited

12, Rana Pratap Marg, Lucknow – 226 001 (U.P.)

Tel: 0522 – 2205100

Thanking you,

Yours Sincerely,


(Rana Pratap)

Sr. GM (PESM) & Designated CPIO, NR-III
POWERGRID, Lucknow



ALLOTMENT OF RESIDENTIAL ACCOMMODATION

1.0 Short Title

These rules may be called POWERGRID Allotment of Residential Accommodation Rules. These Rules shall come into force with immediate effect and shall remain in force until further orders.

2.0 Definitions

In these rules, unless the context otherwise requires:

- a) **'Allotment'** means the grant of permission to occupy a residence in accordance with the provisions of these Rules as may be in force from time to time.
- b) **'Company'** means the Power Grid Corporation of India Limited, including the Regions/Sub-stations under its management.
- c) **'Employee'** means a person appointed against a regular post and includes probationers and deputationists but excludes trainees, apprentices, temporary employees and casual employees.
- d) **'Family'** means the wife or husband, as the case may be, parents, children, step children, legally adopted children, brothers or sisters as ordinarily may reside with and dependent on the employee.
- e) **'Local employee'** means an employee who has got his residence within a radius of 8 kms from the concerned project or the station of posting, which is owned either by himself and/or by his dependent family member. If any employee and/or his family member has been given plot/plots of land by the Company, then he will also be deemed as a local employee for the purpose of these Rules.
- f) **'Management'** means the Head of the concerned Region/Sub-station of POWERGRID or such other person or persons authorised by him for purpose of these Rules.
- g) **'Pay'** includes basic pay, personal pay, special pay, and such other pay on which house rent is recoverable.
- h) **'Standard Rent'** means rent of any accommodation fixed as such under the orders of the Management from time to time separately for the employees and other agencies/individuals.
- i) **'Penal Rent'** means twice the amount of standard rent.



- j) **'Subletting'** means allowing the use of an allotted accommodation in full or in part by another person, with or without payment of rent by such other person.

3.0 **Eligibility**

- 3.1 All employees will be eligible for allotment of residential accommodation in the township provided that local employees shall be considered for allotment after allotment to other eligible employees and subject to availability.

Provided further that if an employee under suspension pending enquiry, he will not be eligible for the allotment of accommodation during the period of suspension. However, if an employee is already in possession of company owned residential accommodation, he shall not be asked to vacate the accommodation during the period of suspension.

- 3.2 If husband and wife are both employees of the Company and working at the same station only one of them will be eligible for allotment.

- 3.3 If one of the spouses is employed by another Government/Semi-Government Organisation/Autonomous Bodies or Public Sector Undertaking and has been allotted residential accommodation from his/her employer in the same station, he/she shall not be eligible for allotment of accommodation by the Company.

- 3.4 If father or mother and unmarried son and/or daughter are both employed by the Company and are working at the same station, then only one of them will be eligible for allotment.

- 3.5 Normally bachelors will be allotted shared accommodation.

- 3.6 An employee who draws house rent allowance for retention of his family in a place other than the place of posting under provisions of the relevant Corporate HR Circular will be allotted shared bachelor accommodation only subject to the terms and conditions in force from time to time.

4.0 **Classification**

Residential accommodation will be classified into the following four types, on the basis of the plinth area, as per DPE guidelines :

Type	Approx. Plinth Area (Sq. Mts.) (Permanent Accommodation)
A	36
B	56
C	84
D	139



4.1 Fittings will be provided in quarters as per the following guidelines.

Fittings	Type of quarters			
	A	B	C	D
Fans	2	4	5	7
Tube lights' points/fittings	2	3	5	10
No. of power points	2	4	5	8
No. of mirrors	1	1	1	2
No. of wash basins	1	1	1	2
No. of call bells	1	1	1	1
Peep hole on front door	1	1	1	1

Bulbs/tube lights etc. will be provided only once at the time of first allotment of the new quarter and no replacement will be made. When the occupant leaves the accommodation, all bulbs, tubes shall be taken over by the estate in working condition like all other fittings in the quarter.

4.2 White/Colour washing : The DPE guidelines for white/colour washing for the dwelling Sub-stations of the townships are as follows :

- i) Internal white washing/Colour washing (bed rooms and living rooms) including painting with synthetic enamel paints of doors, windows, ventilators, grills, cupboards etc. once after 2 years only.
- ii) External finishing of walls with water-proofing cement paint, once after 2 years only.

4.3 In A and B type quarters an exhaust fan of 9 inches sweep and in C and D type quarters an exhaust fan of 12 inches sweep will be provided.

5.0 Entitlement

5.1 Entitlement for Company Accommodation

Type of Accommodation	Workmen	Supervisors	Executives
Type-A	All	All	All
Type-B	W8 and above	All	All
Type-C	NA	NA	E3 and above
Type-D	NA	NA	E5 and above

Workmen in the grade of W1-W7 who are on the rolls as on 15.05.2001, the entitlement for different types of accommodation shall be as under:

Basic Pay (1997 Structure)	Entitled type of Accommodation
Upto Rs. 6149/-	Type-A
Rs. 6150 and above	Type-B



Note:

1. If an employee who under the pre-revised structure was entitled to a particular category of residential accommodation but consequent upon linkage of entitlements with revised pay become entitled to lower type of quarter, the employee concern shall continue to be entitled to the same type of accommodation as he was entitled to before the revision.
2. In case 'A' type quarters are not constructed in new projects, 'B' type quarters may be allotted to Workmen entitled for 'A' type.
3. The status of employees in the seniority list for quarter allotment drawn up under the pre-revised structure shall be maintained and shall not be disturbed merely because of linkage of entitlements with grades.

5.2

Entitlement level in respect o multi-storey modular township:

Type	Entitlement
B-1	Workmen
B-2	Supervisor
B-3	E1-E4
C	E5-E6
D	E7 & above

6.0

Reservation

6.1

Ten (10) per cent of the total number of quarters in each type available for allotment will constitute Head of the Region quota, who will have the discretion to allot the same on out-of-turn basis. Whenever the number of quarters under the GM's quota works out to be less than one, he will have at least one quarter in each type for allotment, provided that GM's quota will be adjusted at the end of each calendar year, on the basis of total number of allotments made.

Provided that during the initial period of the projects especially in the matter of allotment of quarters in temporary township, reservation of quarters in GM's quota in C and D types may be exceeded beyond ten per cent up to fifty per cent where the Head of the Region is satisfied that such a relaxation is essential keeping in view the manpower position vis-a-vis availability of quarters at the appropriate time.

6.2

Reservation in the accommodation for the Scheduled Caste and Scheduled Tribe employees will be made as per the directives of the Government applicable from time to time

As per Government directives the percentage reservation for SC/ST employees are 10% for types A and B and 5% for type C and D quarters , and the allocation of these percentages to SC vis-a-vis ST employees is to be in the proportion of SC : ST : : 2 : 1.



- 7.0 **Procedure**
- 7.1 The Administration/Estate Department will maintain lists of eligible employees as per the pay slabs mentioned Rule 5.0 above, in order of seniority. The seniority of an employee for allotment of accommodation will count from the date of his entry into the respective pay slabs. In case of transfers from other regions/Corporate Centre, the seniority will count from the date of his entry into the pay slabs in the Company. When the date of entry into any pay slab is the same, in case of more than one employecc, the employecc having longer length of service in POWERGRID. However, if there is still a 'tie', the employee older in age will rank senior in that slab. The seniority lists so prepared will be published in January and July every year. For allotment of Type C & D quarters, the seniority of an Executive as on allotment shall be considered instead of seniority list published in month of January/ July every year.
- 7.2 Subject to provisions of Rules 6.1 and 6.2, the accommodation of the entitled type as per the pay slab will be allotted to employees in order of seniority.
- 7.3 If an employee crosses over to the next higher pay slab without any allotment being made to him, he will also be considered for allotment of accommodation of lower type on the basis of his seniority in the lower pay slab.
- 7.4 Eligible employees may signify their preferences for floors, blocks, location etc. and subject to availability of accommodation of the preferred kind, the allotment will be made on the basis of principle of seniority-cum-choice.
- 7.5 Bachelors will be given shared accommodation. However, if the Head of the Region is satisfied that the employee needs to be allotted full accommodation on merits, the same can be allowed.
- 7.6 The Head of the Region of the concerned Region/Sub-station will constitute at his discretion a House Allotment Committee consisting of not more than 5 members in addition to the Estate Officer who will act as Secretary of the Committee. As and when quarters are available for allotment the House Allotment Committee will consider the cases of eligible employees and, subject to policies and rules laid down herein, will recommend allotments for approval of the Head of the Region/Head of the Sub-station whose decision thereon will be final. On approval of the Head of the Region/Head of Sub-station, the Estate Officer will notify the allotment in the prescribed form as at Annexure to the individuals. This procedure, however, will not be applicable to the quarters within the Head of the Region quota for which he will order the allotments directly at his sole discretion.

Union/Association representatives may be allowed to be represented as members of the House Allotment Committee. The exact modus-operandi



of the representations will be decided locally in consultation with the unions and association. The number of management nominees should not be less than the combined number of representatives of Unions and Associations. If needed the number of members of the Committee may be suitably increased beyond the prescribed 5 members. This Committee shall make its recommendation in respect of type A and B quarters only, and the GM's quota shall be outside the purview of this Committee.

8.0 **General**

8.1 If an employee fails to take possession of the quarters allotted to him within 10 days from the receipt of the letter of allotment, he shall not be eligible for another allotment for a period of one year from the date of allotment order. Provided that this will not be applicable to cases of employees covered under rule 3.6.

8.2 If an employee occupying a lower type accommodation is allotted a quarter of the type for which he is entitled but refuses to take possession of the same within the stipulated time, the allotment will be cancelled and he may be permitted to continue in the earlier allotted accommodation subject to the condition that he shall not be eligible for another allotment for a period of six months from the date of cancellation of allotment.

8.3 An allotment shall be effective from the date on which it is occupied by the employee and shall continue until:

- a) the expiry of the permissible period under Rule 8.4.
- b) it is cancelled by the Management or is deemed to have been cancelled under any provisions in these Rules;
- c) it is surrendered by the employee; and
- d) the employee ceases to occupy the quarters.

8.4 An accommodation allotted to an employee may be retained on the happening of any of the events specified and for the period indicated against each provided that the accommodation is required for bonafide use of the employee or members of his family:

	Events	Permissible Period for Retention of Quarters
1.	Resignation, dismissal or termination of service	1 Month
2.	Retirement	4 Months
3.	Death of the allottee	6 Months
4.	Transfer to a place outside station	2 Months
5.	Leave (other than study leave)	Full period of leave
6.	Study Leave, if any	Not exceeding six months
7.	Leave on medical grounds	Full period of leave
8.	Leave on proceeding on training	Full period



In special circumstances, on merits, the above period may be extended up to a maximum of one month by the Head of the Region. Further extension may be allowed only with the specific approval of the CMD.

Provided, however, where an employee is transferred to a place outside station, in the midst of an academic session, the period of 2 months as mentioned at (4) above may be extended not beyond the end of academic session by the concerned Head of the Region in exceptional case, if the shifting of his family is likely to adversely affect the education of his children Retention beyond the above permissible period will be taken as unauthorised occupation and the resident may be charged the penal rent besides other action for eviction.

- 8.5 Change of residence:
- i) Eligible employees who have been in occupation of company quarters may be permitted, on specific application to this effect, a change of quarters within the same type subject to the condition that such change shall not be allowed more than once.
 - ii) If an employee fails to accept a change of accommodation offered to him within a week of the receipt of such offer of allotment, he may not be considered again for a change of allotment of that type for a period of one year.
 - iii) Employees to whom accommodation of the same category has been allotted under these rules may apply for permission to mutually exchange their accommodation.
- 8.6 The occupant shall not allow any person who in the opinion of the Management is considered objectionable and/or undesirable to stay with the allottee even as temporary guest in the quarters and failure to comply with this condition will entail cancellation of allotment and eviction there from besides rendering him liable to disciplinary action.
- 8.7 Any allottee keeping domestic servants on whole-time basis in the quarters shall send particulars of such servants to the Estate/Administration within 7 (seven) days of their employment.
- 8.8 If persons other than the family members have to stay in the quarters for a period exceeding one month, the employee shall take permission of the Management.
- 8.9 No foreign national will be allowed to stay in the quarters with the allottee without prior permission from the Management to be obtained within 24 hours of the arrival of such foreign national.
- 8.10 No employee who has been allotted a residential accommodation shall in any circumstances sublet the allotted quarters or any portion thereof or



any of the attached outhouse or garages to any employee or any outsider whatsoever.

- 8.11 Normally married employees will be given full accommodation according to their entitlement as may be in force, except in case of shortage of accommodation when the married employees may also be given single sharing accommodation.
- 8.12 The accommodation allotted under these rules are for residential purposes of the allottee and members of their families as defined above. The accommodation premises or part thereof shall not be used for any purpose other than residence.
- 8.13 No allottee of a quarter shall be allowed to keep any cow, buffalo, goat or any other cattle in the premises of the quarters allotted to him. Any employee desiring to keep a pet animal will be required to take permission of the Estate/Administration Department.
- 8.14 The allottee shall not effect any addition or alteration to the quarters allotted to him or put up any temporary or permanent structure of any kind within the premises of the allotted quarters without prior permission of the Management.
- 8.15 The allottee shall conduct himself in a manner which is not prejudicial to the maintenance of harmonious relations with his neighbours.
- 8.16 No loud-speakers should be installed inside or outside the quarters without the specific permission of the Management.
- 8.17 In case of an allottee's/his family's failure to vacate the accommodation before the expiry of permissible period of retention of such accommodation on the happening of any of the events as specified in Rule 8.4, the Management will be entitled to take possession of the accommodation as per the provisions of the Public Premises (Eviction of unauthorised Occupants) Act, 1971.
- 8.18 An allottee under these Rules shall only be an occupant of the quarters allotted to him and will not acquire any right of a tenant under any circumstances. The allotment ceases automatically on the severance of employer-employee relationship or cancellation of the allotment of quarters.
- 8.19 In case of any infection or any contagious disease such a small-pox etc. which is likely to spread into an epidemic to any inhabitants in the allotted quarters, the employee would immediately report to the Company's Medical Officer and have the patient segregated by removing him to the hospital.



9.0 **Rent**

- 9.1 Except as otherwise provided, house rent to be realised from the employees for residential accommodation allotted to them will be as declared from time to time. In case the standard rent is lower than the usual rent or vice-versa, the lower amount will be charged. In case of sharing accommodation, the rent charged will be half of the chargeable rent. In case sharing is between more than two employee, the rent will be charged on pro-rata basis.

Recovery of flat rate of licence fee applicable as on date is enclosed as Annexure-I.

- 9.2 All employees to whom quarters have been allotted shall be personally liable for payment of rent and other allied charges thereof which will be deducted from their monthly salary bill/dues payable to them and also for any damage beyond normal wear and tear caused thereto or to the furniture, fixtures, fittings of services provided therein by the Company during the period for which the quarters remain allotted to them or where the allotment has been cancelled under any of the provisions in these Rules until, the quarters along with the out-houses appurtenant thereto, if any, have been vacated and full vacant possession thereof has been restored to the Estate/Administration Department.

- 9.3 The assessment of damage or loss caused to the quarters except the normal wear and tear shall be made by the Estate/Administration Department or such other department as the Management may decide whose decision in this regard shall be final and the Company will have the right to realise the amount involved by way of deduction from the salary/dues payable to the persons concerned, provided that cost of the loss or damage caused to the quarters or to the fittings may not be realised from the allottee if there are good and sufficient reasons to establish that the same has occurred due to circumstances beyond the control of the allottee.

- 9.4 Charges for water, electricity and special amenities such as for electrical appliances, furniture and conservancy etc., if any, shall be recovered in addition to house rent at such rates as may be prescribed by the Management in this regard from time to time.

10.0 **Surrender and Cancellation**

- 10.1 Where two employees in occupation of separate accommodation allotted under these Rules marry each other, they shall, within one month of their marriage, surrender one of the accommodations.

- 10.2 Violation of any of the allotment rules shall entail cancellation of the allotment order from the date of detection of the violation and the allottee concerned shall be bound to hand over the vacant possession of the quarters to the Estate/Administration Department within a period of one month from the date of receipt of the cancellation and shall, in addition,



be liable to payment of penal rent for the period of his continued occupation of the accommodation till the date on which he hands over vacant possession.

10.3 The Head of the Region will have the right to cancel any allotment made in favour of any employee whenever a particular accommodation is required for any kind of use by the Project.

10.4 Subject to provision of rule 8.4, if an employee who has been allotted an accommodation becomes ineligible for allotment of accommodation under these Rules, he will surrender the quarters within a month.

10A. **Guidelines relating to fixation of Rent to be recovered from Contractors at Projects sites for Residential use in Terms of FR45-B.**

1.0 i) The capital cost of the residential building may be arrived at by taking into account the average capital expenditure incurred for each type of quarters as on 1.1.1987. The average capital cost so arrived at may be reviewed every 3 years based on the revised cost.

ii) Standard licence fee, to be recovered from the contractors at project sites for residential use shall be calculated in terms of FR-45-A-III and will be at the rate of 6% per annum of the capital cost of the building.

2.0 The standard licence fee shall be expressed as standard for a calendar month and shall be equal to 1/12th of the annual licence fee, as calculated above.

10B. **Recovery of Electricity Charges**

1.0 a)

Type of quarters	Monthly flat rates
D	Rs. 31/-
C	Rs. 23/-
B	Rs. 12/-
A	Rs. 6/-

b) Employees using air-conditioners will be charged an additional amount of Rs. 85/- per month during the period 15th March to 15th July.

c) Employees using geysers will be charged an additional amount of Rs. 10/- per month during the period of 15th November to 15th February.

d) The above flat rates will be subject to review.

2.0 Those employees who fix air conditioners and/or geysers in there quarters will make a declaration to this effect and failure to so declare will constitute a misconduct.



11.0 **Interpretation**

In case of any doubt or dispute regarding the interpretation of these Rules, the decision of the Management will be final. An appeal may, however, be made to the Head of the Region.

12.0 **Amendment of Rules**

The Management reserves the right to amend, add, alter, vary, delete or modify all or any provisions of these Rules at any time without giving any notice or assigning any reason therefor.



ANNEXURE

POWER GRID CORPORATION OF INDIA LTD

..... REGION

To

Shri _____

Designation _____

Department _____

Employee No. _____

Subject : Allotment of Residential Accommodation

Dear Sir,

You are hereby allotted Quarters No. in colony. It is requested that you may take possession of the quarters within 10 days of the receipt of this letter failing which the allotment will stand cancelled.

The allotment is subject to the Company's Allotment of Residential Accommodation Rules, a copy of which is enclosed herewith. At the time of taking possession of the quarters, you are advised to fill up the proforma as supplied by of the Estate/Administration Department.

Yours faithfully

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**RECOVERY OF FLAT RATE OF LICENCE FEES/ HOUSE RENT RECOVERY (HRR)****Executive****A. Company Leased Accommodation**

Entitled type of Quarter	HRR/License fee(Rs./month)
B	1780
C	2180
D	2750

B. City Based Township

Type of quarter	HRR/License fee(Rs./month)
A	710
B	1780
C	2180
D	2750

C. Substation Township

Type of quarter	HRR/License fee(Rs./month)
A	355
B	890
C	1090
D	1375

Supervisors**A. Projects/ Substation**

Type of quarter	HRR/License fee(Rs./month)
A	300
B	550

B. Other cities

Type of quarter	HRR/License fee(Rs./month)
A	535
B	1050

Workmen**A. Substation**

Type of quarter	HRR/License fee(Rs./month)
A	190
B	230

B. Other cities

Type of quarter	HRR/License fee(Rs./month)
A	390
B	590

