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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

Connecting India

To
Heads of all SSAs,
Tamilnadu Circle.

No.CVL/Retd.BSNL/DOT/2013 dated at Chennai the Dec.2013

Sub: Allotment of Vacant Quarters to Retired employees of BSNL/DOT/
Family members of BSNL employees/Others - reg.

Ref: BSNL CO N/D circular No.482-16-2007-BG dated 26.11.2008,1.9.2011
&10.7.2013

Based on the BSNL Corporate Office, New Delhi guidelines and instructions under reference above, approval of CGM, Tamilnadu Telecom Circle, is hereby accorded to the Heads of SSAs for allotment of vacant quarters to Retired employees of BSNL/DOT /Family members of BSNL employees/others subject to the following conditions:-

Whom to applicable:-

- Retired employees of BSNL /DOT,
 - Immediate family members of BSNL Employee i.e. wife/husband/children and their spouses and parents only, if there is no immediate (say for six months) need of the quarters for BSNL employee or quarters are lying vacant for the last six months.
 - Others - Central Govt./ Central/State Govt. PSU's . Based on the rental guide lines given in C.O. circular No.482-16-2007-BG dated 26.11.2008,1.9.2011&10.7.2013,the rate has been fixed for allotment
 - This policy is not applicable to family pensioners of retired employees.**
- The retired employee of BSNL/DOT, BSNL employee concerned shall be responsible for all the acts and/or omissions of his family members residing in such allotted quarters
 - The allotment of accommodation should be done on the application submitted by the concerned retired employee of BSNL/DOT with attested PPO.
 - The allotment of accommodation for the family members of BSNL employee should be done on the application submitted by the concerned employee of BSNL and duly recommended by the controlling officer.
 - The quarters can be allotted for 2 years for the Family members of BSNL employee ie Wife/ Husband, Children & their spouses and parents only and for BSNL/DOT retired employee in cases when the allottee provides guarantee.In case accommodation is required for allotment for serving BSNL employee, the allottee has to vacate the quarters on 2 month's notice on either side for vacation for family members BSNL employee and for BSNL/DOT retired employee /others. No appeal against

such notice will be entertained. If the quarter is not vacated by that time, the allottee will be liable to pay twice that market rent of such quarter without prejudice to legal action. A clear undertaking may be taken from the applicant that "He/She will vacate the quarter within 2 months on receipt of notice for vacation of the quarter."

5. Vacant quarters of any type limiting to the entitlement of the BSNL employee/retired BSNL/DOT employee/others can be allotted and no sharing or sub letting will be allowed. All the rules, Conditions in FRSR Part I on this subject are applicable for such allotments also.
6. The allottee will be bound by all the rules and regulations which are applicable for allotment of BSNL accommodation in the normal course regarding conduct, sharing, payment of water charges and electricity charges etc.
7. Rent for the quarters so allotted will be as approved vide Annexure 'A' All income tax liabilities, others taxes, if any applicable will be borne by the employee concerned only. Employers share of income tax borne by BSNL if any will be admissible only for the quarters allotted to the employee at his head quarters only.
8. An amount equal to 3 months rent has to be taken as Security Deposit which is refundable on vacation after deducting the charges/losses, if any, payable by the retired employee of BSNL/DOT, family member of BSNL employee /others.
9. The allottee shall pay rent of each month in advance by 5 th of each month and it is not paid by date ,one month notice shall be issued to the allottee for vacation of the quarter.If the quarter is not vacated within one month after the notice, necessary action for eviction will be initiated by BSNL.
10. SSA heads are empowered to incur expenditure on minimum maintenance/repairs necessitated before allotment to make the quarter livable. The expenditure which can be incurred on such works shall be limited to 3 months rental amount received as security deposit.
11. This type of allotment shall be allowed only to the retired employee of BSNL/DOT ,family members of serving BSNL employee/others. In case of death of ,such allotted quarter shall be vacated within 2 months notice after death of the allottee.
12. SSA heads shall appoint a Nodel officer for maintaining the record of Vacant quarters, receipt and disposal of applications from retired employee for allotment of quarters, timely collection of rent and other charges etc.
13. A monthly report on revenue collected on account of renting out quarters should be sent to DGM(Admn.),O/o CGM, Tamilnadu Telecom Circle, Chennai for compilation and furnishing report on revenue generation.
14. The necessary safeguards be provided in the allotment letter to prevent unlawful use of such allotted quarters and nonpayment of statutory dues like electricity, water bill and rental maintenance etc.
15. Rent will be increased minimum 5% per annum. However , SSA heads can decide more increment depending upon local trend in market with approval of Financial concurrence.
16. Service charges for civil & Electrical maintenance shall also be chargeable under this policy.

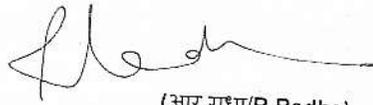
The check list for scrutinizing the applications for the above subject are as follows:-

*** For Individual/Bulk allotment of Staff quarters to Central Govt./Central/State Govt. PSU's:**

- The application to be filled in the prescribed form (copy attached) with Photocopy affixed with signature of applicant and also it has to be attested by his/her controlling officer and to be sent through the controlling officer.
- Family member's Photo who will be occupying the quarters along with relationship has to be attached .
- Agreement to be filled and signed by the both surety and applicant.
- Employer certificate for the present period.
- Present pay slip.
- Guarantor signature to be countersigned by the controlling officer.
- The status of vacant position of the quarters as per the above order has to be mentioned and recommended by Head of SSA in the application form.

1. For allotment of Staff quarters to family members of the BSNL employees/Retd.BSNL/DOT:

- The application to be filled in the prescribed form with the signature of applicant and also it has to be recommended by his/her controlling officer and to be sent through the controlling officer.
- Medical/Educational certificate to be enclosed / purpose for which qtrs. required.
- Family member's Photo who will be occupying the quarters along with relationship has to be attached .
- The application for allotment only for immediate family members ie. Wife/Husband/Children and their spouses and parents only.
- The status of vacant position of the quarters as per the above order has to be mentioned and recommended by Head of SSA .
- The applicant has to give guarantee of one serving BSNL/DOT employee who is not due for retirement upto six months beyond the allotment period. The guarantor shall give undertaking that in case of default in payment of rent by the applicant he shall pay the due amount or the due amount may be recovered from his salary Or The vacant quarters can be leased out to retired employee of BSNL/DOT for a period of 11 months subject to the condition that the lease deed is registered at the cost of the lessee and lessee pays four month's rent advance as security deposit. This will be an additional option for retired employee of BSNL/DOT in addition to existing conditions of allotment .

 6/12/13

(आर.राधा/R.Radha)

महाप्रबंधक [मा.सं.एवं प्रशासन]

General Manager (HR & Admn.)

कृते मु.म.प्र.बी.एस.एन.एल. / For CGM,BSNL

तमिलनाडु परिमंडल,चेन्नै 2./ Tamilnadu Circle,Chennai-2

ANNEXURE "A"

Details of Amount to be recovered for various types of Quarters from BSNL Employees/Officers working in out station

SL No	Type of Qtrs	Entitled types of qtrs.on IDA pay scale	Min.pay on IDA scale [Rs.]	Max.pay on IDA scale [Rs.]	Average Pay on IDA scale	Rent per month for cities "		
						"C"	"B" & "A"	"A1"
1	I	NE-1 to NE-4	7760	15340	11550	1155	2310	3465
2	II	NE-5 to NE-9	8700	25420	17060	1706	3412	5118
3	III	NE-10,NE-11, E1A&E2A	14900	46500	30700	3070	6140	9210
4	IV	E-3,E-4 & E-5	24900	58000	41450	4145	8290	12435
5	V-A & V-B	E-6 & E-7	36600	66000	512300	5130	10260	15390
6	VI-A	E-9 & above	62000	80000	71000	7100	14200	21300
7	VI-B	E-9 & above	75000	100000	87500	8750	17500	26250

Notes:

1. In addition to the above License Fee, Water charges, Electricity charges and service tax as applicable will also be paid by the allottee
2. In the place of E1A, E2A scales, the maximum pay of E2 is taken for calculation
3. For type VIA, E9 scale is taken
4. For type VIB, BSNL Board Director's scale is taken