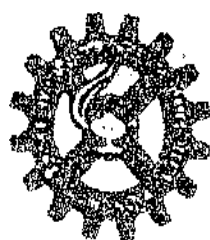


# CSIR (Residence Allotment) Rules, 1997

UP- DATED VERSION  
(Upto 2016)



COUNCIL OF SCIENTIFIC AND INDUSTRIAL  
RESEARCH ANUSANDHAN BHAVAN, RAFI  
MARG, NEW DELHI-110001

**CSIR Residences Allotment Rules, 1997**

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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH Anusandhan Bhavan, 2, Rafi Marg, New  
Delhi-110 001

No.CSIR/Res.Allot/97/WE  
06<sup>th</sup> May, 1998

I am directed to forward herewith two copies of "The CSIR (Residence Allotment) Rules 1997, approved by the Governing Body of CSIR at its 144th meeting held on 18th February, 1998. These rules shall come into force from the date of this notification and supersede the Allotment Rules hitherto in force. The circulars/orders issued on the subject earlier shall stand superseded or modified to the extent they are inconsistent with these Allotment Rules. The priority lists already drawn shall remain valid for the current allotment year. However, such cases which fall within the provisions under Rule 7 may be reviewed and the names of such employees be deleted from the priority lists wherever necessary. Future priority lists shall be drawn in accordance with the new Allotment Rules.

It is requested that sufficient copies of these Allotment Rules may be made at the Laboratory/Institute level and forwarded to the concerned Sections/Divisions of your Laboratory/Institute for their record, reference and guidance. A few copies may be kept in the Library also for reference by the employees.

Your Faithfully

(SURENDR NATH RAI)  
DEPUTY SECRETARY

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Council of Scientific & Industrial Research CSIR  
(Residence Allotment) Rules, 1997

1.0 SHORT TITLE, COMMENCEMENT AND APPLICATION

1.1 These rules may be called "The CSIR Residence Allotment Rules 1997". They shall come into force from the date of notification and supersede the allotment rules hitherto in force. The circulars/orders issued on the subject earlier shall stand superseded or modified to the extent they are inconsistent with these allotment rules.

1.2 These rules shall apply to the employees of the Laboratories/Institutes under the Council of Scientific & Industrial Research and the CSIR Headquarters.

1.3 The Director General, Council of Scientific & Industrial Research 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.

2.0 DEFINITIONS:

In these rules, unless the context otherwise requires:

- a) "Allotment" means grant of licence to occupy a residence under the provisions of these rules.
- b) "Allotment Year" means the year beginning on 1<sup>st</sup> January or such other period as may be notified by the Director-General, CSIR.
- c) "Council" means the Council of Scientific & Industrial Research (CSIR) which term includes CSIR Headquarters and its Laboratories/Institutes.
- d) "Council Service" means service rendered on regular basis whether substantive or temporary (including contract appointment in Projects) in a Laboratory/institute/CSIR Headquarters.

The Council service in respect of canteen employees shall be reckoned with effect from the date they have been absorbed in CSIR Headquarters and/or Laboratories/institutes.

- e) "Eligible Office" means a Laboratory/Institute or group of specified Laboratories/Institutes located at a station which have been declared by the Council as eligible for allotment of residences under these rules falling within the control of such Laboratory/Institute or group of Laboratories/Institutes.



- f) "Emoluments" mean the emoluments as defined in Fundamental Rule 9(21)(a)(i) and shall include stagnation increment and non-practicing allowance wherever applicable.

Explanation: In the case of an employee who is under suspension, the emoluments drawn by him on the first day of allotment year in which he is placed under suspension or if he was placed under suspension on the 1st day of the allotment year, the emoluments drawn by him immediately before suspension shall be taken as emoluments.

- g) "Family" means employee's wife or husband, as the case may be, and children, step-children, legally adopted children, parents, brothers and sisters as ordinarily reside with and are dependent on the employee.
- h) "Head of the Laboratory/institute" means the Director of the Laboratory/Institute or in his absence an officer authorised by the Director to exercise the powers under these rules. Whenever the post of Director is vacant, the officer authorised by CSIR Headquarters shall be deemed to be the Head of the Laboratory/Institute.
- i) "Licence Fee" means the sum of money payable monthly in accordance with the instructions issued by CSIR, from time to time, in respect of a residence allotted under these rules.
- j) (i) "Priority Date" of an employee in relation to a type of residence to which he is eligible under the provisions of Rule 3.1, 3.2 & 3.3 means the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in a post under the Council or on foreign service.

Provided that in respect of Type I to Type IV residences the date from which the employee has been continuously in service under the CSIR including the period of foreign service shall be his priority date for that type.

Provided further that where the priority date of two or more employees is the same, seniority among them shall be determined by the emoluments, the employee in receipt of higher emoluments taking precedence over the employee in receipt of lower emoluments; where the emoluments are equal, by the length of service; and where both the emoluments and length of service are equal, on the basis of the scale of pay of the employees, the employee working in a post having higher scale of pay taking precedence over the employee in lower scale of pay.

- ii. For those who join CSIR on foreign service terms/deputation/immediate absorption basis the service rendered by them under the State Govt., Public

Sector Undertakings or other Central Govt. Departments/Organizations shall count for reckoning their priority date on their absorption in CSIR.

- iii. In case of re-employed personnel, the past service shall be counted for reckoning their priority date even if the employee concerned has drawn terminal benefits (like pension/gratuity etc). However, the period of break in service shall be deducted from the total of the past service.

The priority date in respect of such employee shall be the date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in his parent department and has been holding qualifying appointment except for periods of leave.

- iv. In the case of re-employment where the element of basic pension has been deducted from the pay of the post, the notional pay of the post in which the person has been re-employed shall be taken into account.
- v. When an employee entitled to type I to IV residence starts drawing less emoluments for a short period subsequent to the crucial date fixed for the relevant allotment year but resumes drawing the prescribed emoluments at the time of allotment, the period during which the employee had drawn lesser emoluments may be ignored and allotment made on the basis of his date of joining service. If, however, subsequent to applying for allotment, the entitlement of an employee is reduced due to reduction in pay and the employee is not entitled to the type of residence he had applied for, he may be considered for allotment of a lower type of residence, provided his date of priority for the lower type is covered.
- k) "Residence" means any residence under the administrative control of Laboratory/Institute/CSIR Headquarters or group of Laboratories/Institutes and/or CSIR Headquarters.
- l) "Subletting" includes sharing of accommodation by an allottee with another person with or without payment of licence fee by such other person.

Explanation: Any sharing of accommodation by an allottee with close relations shall not be deemed to be subletting. Intimation, however, to this effect shall be given in writing to the Office.

- m) "Close Relations":

The following are to be treated as close relations:

- i. Father, Mother, Brother, Sister, Grand father and Grand mother and Grand son and Grand daughter.

- ii. Uncle, Aunt, First cousin, Nephew, Niece, directly related by blood to allottee.
- iii. Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law.
- iv. Relationship established by legal adoption.

The concession of sharing accommodation available to the close relations as indicated above will not be admissible when relationship ceases by any order of Court or under law.

- n) "Temporary Transfer" means a transfer which involves an absence for a period not exceeding six months.
- o) "Type of residence" in relation to an employee means the type of residence to which he is eligible under these rules.
- p) "Transfer" means transfer from one Laboratory/institute to another Laboratory/Institute of CSIR Headquarters of vice-versa with or without change of station.

### 3.0 CLASSIFICATION OF RESIDENCE AND ENTITLEMENT THEREOF

#### 3.1 Residences other than Scientist Apartments and Hostels

Save as otherwise provided 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	Emoluments
I.	Less than Rs. 950/-
II.	Rs.950/- and above but below Rs.1500/-
III.	Rs. 1500/- and above but below Rs.2800/-
IV.	Rs.2800/- and above but below Rs.3600/-
V.	Rs.3600/- and above but below Rs.5900/-
VI.	Rs.5900/- and above but below Rs.7300/-
VII.	Rs.7300/- and above

NOTE. One Type VII quarters shall be reserved for the Director of the Laboratory/Institute. It will apply to pool accommodation also.

### 3.2 Scientist Apartments

The accommodation in Scientist Apartments shall be treated as transit accommodation only. Entitlement for allotment of these Apartments shall be as under:

S.No.	Type	Entitlement
i.	Double/Three room Scientist Apartments	Scientists in Group IV drawing emoluments of Rs. 2800/- and above
ii.	Single room Scientist Apartments	Scientists in Group IV drawing emoluments below Rs. 2800/-

Explanation - Scientists in Group IV drawing emoluments below Rs.2800/- may be considered for allotment of double/three room Scientist Apartment if Scientists drawing emoluments of Rs.2800/- and above are not available on the date on which the apartment has fallen vacant.

3.2.1 If the Scientists in Group IV are either not available or are not willing to avail allotment as on the date on which the apartment has fallen vacant, the apartment may be allotted to the following categories of employees in order of priority:

- a) CSIR Fellows appointed under Quick Hire Scheme.
- b) Emeritus Scientists/Research Associates/Senior Research Associates (Pool Officers).
- c) Research Fellows (for whom hostel accommodation is not available).
- d) Technical Officers in Group III drawing basic pay of Rs.2000/- and above.
- e) Officers of the level of Section Officers and above from non-technical cadre.

3.2.2 The Laboratories/Institutes may also keep a few Scientist Apartments earmarked for accommodating short term visiting Scientists either from Universities or Industries or otherwise under any mobility scheme in consultation with their respective Management Councils.

### 3.3. Hostels/Hostel Suits

Hostels/Hostel Suits with or without kitchen shall be allotted to the Research Fellows.

If Research Fellows are either not available or are not willing to avail of the allotment as on the date on which the hostel has fallen vacant the same may be allotted to regular employees drawing basic pay of Rs.950/- and above but not exceeding Rs.2000/-

3.3.1 Only those Research Fellows/employees shall be eligible for hostel accommodation who are unmarried or shall stay alone without their family members.

3.4 As Scientist Apartments are transit accommodation only, the names of the allottees of these apartments shall be automatically put on the priority list of the entitled type of residences for. allotment. Their names shall be put on the relevant priority list irrespective of the fact whether or not such allottees have applied for allotment of entitled type.

3.5 If on allotment of the entitled type of residence, the employee fails to vacate the Scientist Apartment and/or take possession of the allotted residence he shall be liable to pay penal licence fee for the Scientist Apartment in his occupation from the; date of such failure till the Scientist Apartment remains in his possession.

3.6 Employees, who as a result of classification of residences or revision of entitlements, cease to be eligible for residences in their occupation and have become entitled to a lower type of accommodation, will not be required to shift to their entitled type of residences. They will be allowed to continue in the residences under their occupation. They will not, however, be given any change in the same type. However, if they apply for change to their entitled type, such request of change may be considered, if otherwise in order.

3.7 An employee on transfer to CSIR Headquarters from any of the Delhi based Laboratories/institutes shall be entitled to retain the residence in his occupation in the Laboratory/Institute on such transfer, till he is allotted an alternative residence by the CSIR Headquarters or gets an allotment in the general pool of the Central Govt. administered by the Directorate of Estates.

#### 4.0 ALLOTMENT PROCEDURE

##### 4.1 Constitution of Allotment Committees

###### 4.1.1 Allotment Committee for non-pool residences

The Head of the Laboratory/Institute shall constitute an Allotment Committee under the Chairmanship of a senior Scientist not below the rank of Scientist 'F' (the Senior most Officer where Scientist' F is not available) with Sr. COA/COA or Administrative Officer functioning as head of administration as one of the members.

#### 4.1.2 Allotment Committee for Pool residences

The Allotment Committee for residences in a general pool shall consist of a representative from each participating Laboratory/Institute. The Head of the controlling Laboratory/Institute or his nominee, not below the rank of Scientist 'F'.

(the senior most Officer if Scientist 'F' is not available), shall function as Chairman of the Committee with its Sr. COA, COA or Administrative Officer functioning as head of administration, as one of the members.

#### 4.1.3 Functions of the Allotment Committees

The Allotment Committees shall:

- i. scrutinize and certify the priority lists before notification;
- ii. examine all cases involving departure from the normal Allotment Rules;and
- iii. consider any other matter referred to by the Head of Lab./Instt. and give its recommendations to the Head of the Lab./Instt. whose decision shall be final and binding.

#### 4.1.4 Allotment Committee for Scientist Apartments, CSIR Hqrs.

DG,CSIR shall constitute an Allotment Committee for allotment of Scientist Apartments/Hostels under the Chairmanship of a Scientist not below the rank of Scientist 'F' with DS(CO) and DS(Estates) among the members. Where DS(CO) and DS(Estates) happens to be the same person, DS(G) shall be one of the members. The Committee shall scrutinize and certify the priority list before notification.

#### 4.1.5 Tenure of The Allotment Committees

The tenure of the Allotment Committees shall be three years from the date of notification. Except ex-officio members, the term of the members of the Allotment Committee including the Chairman shall not be more than three years from the date of the said notification.

#### 4.2 Application for Allotment

4.2.1 An employee seeking allotment of residence shall apply for the same in the prescribed form and in such manner and within such date as may be prescribed by the Head of the Laboratory/Institute or JS (Admn.), as the case may be.

4.2.2 The applications received by the prescribed date shall be scrutinized to determine eligibility of the applicants for inclusion of their names in the priority list. For each type of residence separate priority list shall be drawn on the basis of the priority date of the applicants as on the first day of the Allotment Year. The priority lists so drawn and certified by the Allotment Committee shall be displayed at appropriate places in the Laboratory/institute/CSIR Hqrs.

Provided that the names of the allottees of Scientist Apartments shall be included in the relevant priority lists even if they have not applied for allotment of the entitled types of residence.

4.3 Save as otherwise provided in these rules, the residences shall be allotted by the Head of the Laboratory/Institute in accordance with the priority lists.

4.4 A higher type of accommodation may be allotted to an employee on his request as a purely temporary measure, in case all the employees entitled to that type of accommodation have been provided with residence subject to the condition that the employee (such allottee) shall vacate the residence at one month's notice as soon as the entitled employee asks for residential accommodation failing which the allotment may be cancelled.

4.5 No employee shall be compelled to accept a residence of a type lower than that to which he is entitled under these rules. However, the Head of the Laboratory/Institute may, on request from an employee, allot a residence next below the type to which he is otherwise entitled.

4.6 The Head of the Laboratory/Institute may on the recommendation of the Allotment Committee cancel the existing allotment of an employee and allot an alternative residence of the same type or in emergent circumstances an alternative residence of the lower type, if the residence in occupation of the employee is required to be vacated for some bonafide public purpose.

4.7 An employee under suspension shall be entitled to allotment of a residence of the entitled type. To determine entitlement of the suspended employee, his emoluments shall be as per the Explanation under Rule 2.0(f).

4.8 Save as otherwise provided in these rules an allottee desiring a change of residence within the entitled type will be given preference in allotment of a residence over and above the applicants in the priority list of that type.

#### 5.0 OUT OF TURN ALLOTMENT

5.1 Notwithstanding anything contained in these Rules, the Head of the Laboratory/Institute may allot residence on out of turn basis in the following cases:-

- i) To an employee with all India transfer liability subject to the condition that the allotment shall be made only to employees of the rank of Section Officer or equivalent and above borne on the common cadre provided that on promotion to the post of Section Officer or equivalent post, change of station is involved.
- ii) (a) To a non-resident or resident Indian of exceptionally brilliant professional career who is appointed as a senior Scientist.

b) To a single woman employee (facing extreme hardship) in Scientist Apartment/Hostel as per entitlement on the recommendation of the allotment committee.

- ii) To an employee on medical grounds specified below on the recommendation of the Allotment Committee.

- a) if he suffers from Cancer, Pulmonary T.B. in active phase with risk to others and sputum for A. F. B. is positive;

- b) if he has a severe physical defect or deformity which causes undue interference with the normal functioning of the bones, muscles and joints, in consultation, if considered necessary, with the prescribed medical authority as per the Medical Attendance Rules;

- c) if he suffers from heart ailments having symptoms of Grade III and IV which include serious disability like Angina Grade III and IV or congested Cardiac Failure Grade III and IV or Malignant Hypertension Grade III and

- d) if he suffers from either total absence of sight or Visual Acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses or impression of the field of the vision subtending an angle of 20 degrees or worse;

- e) if his sense of hearing is non-functional for ordinary purposes of life, he does not hear or understand sounds at all even with amplifier speech. The cases included in this category will be those having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both the ears;

- f) if he, as a result of orthopedic deformity, finds it very difficult to move freely. If the percentage of disability according to American Academy Scale is less than 40%, the request may normally be rejected;

- g) if the employee's wife or husband, as the case may be, son, daughter, step son and step daughter is suffering from T.B. or Cancer mentioned at sl. a) above.



5.1.1 The priority for out of turn allotment on medical grounds as mentioned in sub-rule 5.1 (iii) shall be the date on which the application of the employee for such allotment is received by the Head of the Lab/Instt.

5.2 In the event of death of an allottee, a member of the allottee's family may be given out of turn allotment by the Head of the Laboratory/Institute subject to the following conditions:

- a) the family member, if he is a Council employee in an eligible office makes an application within one month of the death of the allottee.
- b) if the family member is not in Council's employment but gets Council employment in an eligible office within 12 months after the death of the allottee, he makes an application within one month of getting such employment;
- c) the applicant mentioned in sub para (a) and (b) above or any member of his family does not own a residence within the municipal limits or within a radius of 8 Km from the Lab./Instt. whichever is more;
- d) all the dues outstanding in respect of the residence of the deceased allottee have been cleared.

Explanation 1: If the applicant referred to in sub rule (a) and (b) above is eligible for the type of residence in occupation of the deceased allottee, the same residence may be allotted on out of turn basis to the applicant family member.

Explanation 2: The facility of out of turn allotment to the family member of the deceased allottee shall be available to only one of the family members of the deceased allottee.

5.3 In case of retirement on superannuation or voluntary retirement of an allottee, a member of his family, who is in Council's employment and working in and eligible office may be given out of turn allotment by the Head of the Laboratory/Institute subject to the following conditions:

- a) the application for allotment is accompanied by an affidavit from the retiring employee in the prescribed form;
- b) the applicant family member has been residing continuously with the retiring employee for at least three years immediately preceding the date of retirement of the retiring allottee and has not drawn H RA, or where the applicant family member has been appointed in the Council service and posted or transferred in the eligible office of the retiring employee within three years of the retirement of the allottee,

he has been residing with the allottee from the date of such appointment and posting or transfer and has not drawn HRA;

- c) the applicant or any of his family members does not own a residence within the municipal limits or within a radius of 8 Km from the Laboratory/Institute, whichever is more;
- d) no other family member of the retiring employee or of the applicant has been allotted or is in occupation of Council residence;
- e) all the dues outstanding in respect of residence of the retiring employee have been cleared.

5.4 The applicant family member referred to in Rule 5.2 and 5.3 shall not be entitled to out of turn allotment for a residence of a type higher than that in occupation of the retired or deceased allottee except when the retired or deceased employee was in occupation of type I residence and the applicant is entitled to type II and above residence in which case he may be allotted type II residence.

5.5 Allotment of a residence may be regularised even on out of turn basis in the name of the spouse of the employee on his transfer if the spouse is otherwise eligible for such an allotment. In case the spouse is entitled to lower type of residence, he may be allotted alternative residence of the lower type as per his entitlement immediately on out of turn basis.

#### 6.0 ALLOTMENT OF NEXT BELOW TYPE OR LOWER TYPE

6.1 Employees who are eligible for residence of types II, III & IV shall not be entitled to allotment of residence of the next below or the lower type.

6.2 Employees who are eligible for residences of type V and above can be considered for allotment of the next below type of residence on application.

Explanation - When an employee, who is eligible for type V Residence, applies for type IV residence, his priority date for type IV residence shall be determined with reference to the date he has been in continuous service of the Council.

#### 7.0 INELIGIBILITY TO COUNCIL RESIDENCE

7.1 An employee shall not be eligible for allotment of Council accommodation if he constructs or purchases a residence at the place of his posting, by taking HBA (House Building Advance) from the Council within the municipal limits or within a radius of 8 Kms. of the Lab./Instt, whichever is more.

7.2 An employee shall not be entitled to retain Council residence under the circumstances mentioned below:

- a) When he owns a residence at the place of his posting in his name or in the name of his spouse either severally or jointly within the municipal limits or within a radius of 8 Kms of the Lab./Instt., whichever is more and had been allotted residence in pursuance of any rules existing prior to these Allotment Rules coming into force he shall cease to be entitled to the residence on these Rules coming into force and shall have to vacate the residence within a period of two months of the notifications of these rules.
- b) When an employee or his spouse, who has been allotted Council accommodation constructs or purchases or acquires without taking HBA, from the Council or inherits a residence at the place of his posting within the municipal limits or within a radius of 8 Kms. of the Laboratory/Institute, whichever is more, he shall have to vacate the residence within two months of completion of such construction or purchase or acquisition or inheritance, as the case may be.
- c) When an employee constructs or purchases a residence at the place of his posting after taking HBA from the Council within the municipal limits or within a radius of 8 Kms. of the Laboratory/Institute, whichever is more, he shall have to vacate the Council accommodation within two months of completion of such construction or taking possession, as the case may be, failing which allotment shall be cancelled as per rules and he shall be liable for the consequences under these rules.
- d) Notwithstanding the provisions under Rules 7.1 and 7.2, an employee shall become eligible for Council accommodation on payment of normal licence fee, if the house owned by him or his spouse jointly or severally is transferred by way of sale to any person other than close relations.

7.3 If an employee decides to apply for or retain the Council residence despite the fact that his case is covered by the circumstances mentioned under sub rules (a), (b) and (c) of Rule 7.2, he shall apply for retention or allotment of Council residence and if allowed to retain or allotted he shall be liable to pay licence fee for the allotted residence as per Rule 7.5.

7.4 If an employee fails to vacate the residence under the circumstances stated in sub rules (a), (b) and (c) Rule 7.2 or fails to apply to retain the Council residence he shall be liable to pay licence fee as per Rule 18 on expiry of two months period stipulated in the said rule. Such employee shall also be liable for disciplinary proceedings under CCS (CCA) Rules. The Head of the Laboratory/Institute shall have power to take such other action as considered appropriate by him in all such cases to effect eviction of the employee.

7.5 The rate of licence fee payable by the allottee taking under the provisions of sub Rules (a), (b) and (c) of Rule 7.2 and Rule 7.3 will be based on slabs of rent

received by him from his own house or house owned by his spouse and shall be as under:

Slab of income from the house Rates of the Licence fee to be recovered

- |   |                                    |
|---|------------------------------------|
| a) If the income does not exceed Rs. 3000/- pm                              | Single licence fee                 |
| b) If the income exceeds Rs. 3000/- pm<br>But does not exceed Rs. 5000/- pm | Double the normal licence fee      |
| c) If the income exceeds Rs. 5000/- pm                                      | Three times the normal licence fee |

The above rates are subject to revision as per the decision of the DG, CSIR from time to time.

7.6 The provisions of Rules 7.1, 7.2 and 7.3 shall not be applicable to the Head of the Laboratory/Institute, the senior most Scientist, Sr. COA, COA, A.O., Sr. F & AO, F & AO, SPO, Medical Officer, Nursing Sister/Security Officer and any other staff declared as essential by the Head of the Laboratory/Institute, on the recommendation of the Allotment Committee.

7.7 When both husband and wife are in Council's service at the same station, only one of them shall be entitled to allotment of residence. However, both of them shall be eligible to apply for allotment separately on the basis of their entitlement. The eligibility of each shall be determined separately or allotment purposes.

Provided that this rule shall not apply in cases where husband and wife are residing separately in pursuance of a court order for judicial separation.

7.8 When two Council employees in occupation of residences allotted to them individually, marry each other, they shall be entitled to retain only one of the residences after such marriage and will be required to surrender the other within one month from the date of marriage. On failure to surrender a residence as above, the allotment of residence of the lower type shall be deemed to have been cancelled on expiry of the prescribed period of one month. If both the residences are of the same type, allotment of any one of them shall be deemed to have been cancelled as the Head of the Laboratory/Institute may decide on the expiry of such period.

7.9 When one of the spouses has been allotted or is in occupation of accommodation from a pool to which these Rules are not applicable, he shall have to surrender either the Council residence or the pool residence within one month of occurrence of such event. If he fails to surrender one of the residences within the specified period of one month, the allotment of Council residence shall be deemed to have been cancelled.

8.0 CHANGE OF RESIDENCE

8.1 An employee who has been allotted residence under these rules may apply for a change of residence of the same/similar type.

8.2 Change of residence shall not be permitted under the following circumstances:

- a) During the period of six months immediately preceding the date of superannuation;
- b) If an inquiry is in progress against an allottee about sub-letting of his residence.

8.3 An employee who has been allotted residence on ad-hoc basis shall not be allowed change of residence for three years from the date of ad-hoc allotment or till the date of his priority is covered for regular allotment, whichever is earlier.

8.4 Notwithstanding anything contained in these rules, an employee may be allowed change of residence on the death of a member of his family, if he applies for change within three months of such occurrence provided that the change will be permitted within the same/similar type of residence.

8.5 Not more than one change shall be allowed within the same/similar type of residences.

Provided that more than one change of residence within the same/similar type may be allowed on medical grounds subject to the condition that the allottee or a member of his family living with him, has after the allotment of the residence, developed a serious illness such as Asthma, Heart Trouble or T.B. or developed physical defect or deformity. The application in these cases shall have to be supported by a medical certificate from Government Hospital or a recognized hospital.

8.6 Change of residence shall be offered in the order of date of receipt of applications for respective type of residences in the office of the Head of the Laboratory/Institute or an officer authorized by him.

8.7 If an employee submits fresh application for change of residence cancelling his previous registered application, his request may be accepted but his priority shall be counted from the date of his fresh application.

8.8 If an employee fails to accept the change of residence offered to him within five days of the issue of such offer of allotment he shall not be considered again for a change of residence of that type during the same and next allotment year.

8.9 If an employee after accepting the change of residence fails to take possession of the same within eight days he shall be charged licence fee for such residence in addition to the normal licence fee for the residence already in his possession for the period upto which the allotment of the new residence continues to subsist.

## 8.10 Mutual Exchange of Residences

If two Council employees who have residences of the same/similar type allotted under these rules apply for mutual exchange of their residences, they may be granted permission if both are reasonably expected to be on duty in the Laboratory/Institute and likely to reside in their mutually exchanged residences for at least six months from the date of approval for such exchange.

## 9.0 SUB-LETTING AND SHARING OF ACCOMMODATION

9.1 The allottee shall not sublet part or whole of the residence allotted to him.

9.2 An allottee who sublets part or whole of the residence allotted to him shall do so at his own risk and shall remain personally responsible for the licence fee payable in respect of the residence and for any damage caused to the residence or its precincts or grounds or services provided therein by the Council.

9.3 An allottee who sublets part or whole of the residence allotted to him shall render himself liable to cancellation of the allotment and eviction from the allotted residence. He shall also, render himself liable to disciplinary proceedings under the CCS (CCA) Rules as made applicable to the Council employees.

9.4 An allottee while proceeding on leave may allow any other Council employee to stay in a portion of his residence as a caretaker for security purposes for a period not exceeding six months, with the prior written permission of the Head of the Lab./Instt.

9.5 An allottee may share part of his allotted residence including out-house or garage appurtenant thereto with another employee of the Council with prior written permission of the Head of the Laboratory/Institute on the following conditions:

- a) A portion of residence, out-house and garage permitted to be shared shall be used only for the bona-fide residential purposes;
- b) Where the allotment of an allottee who has been granted permission to share the accommodation under his occupation, is cancelled or the allottee himself surrenders the accommodation allotted to him, the co-sharer shall be liable to vacate the residence alongwith the allottee on such cancellation or surrender. If the co-sharer fails to vacate the residence both the allottee and the co-sharer shall be liable to pay penal licence fee/damages and render themselves liable to disciplinary action for violation of this rule read with the relevant general clauses of CCS (Conduct) Rules in force and for any other action under the law.

10.0 NON-ACCEPTANCE OF ALLOTMENT OFFEROR FAILURE TO OCCUPY ALLOTTED RESIDENCE AFTER ACCEPTANCE

10.1 If an employee on receipt of an allotment order fails to accept the allotment of residence within five days or take possession within eight days of the date of acceptance of the allotment order, the allotment order shall stand cancelled and the concerned employee shall be debarred for allotment for a period of one year from the date of such cancellation.

10.2 If all employee, in occupation of a residence of a lower type than his entitlement applies for a residence of his eligible type and on allotment of such eligible type of residence fails to accept the allotment, he may be permitted to stay in the residence already in his occupation provided that he shall not be eligible for another allotment for the remaining period of the same and the next allotment year. These provisions shall not apply to Scientist Apartments/Hostel accommodation.

11.0 PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION

11.1 An allotment shall be effective from the date it is accepted by the employee and shall continue to be in force until:

- a) expiry of the concessional period permissible under Rule 11.2;
- b) cancelled by the Head of the Laboratory/Institute or deemed cancellation under any provision of these rules;
- c) surrendered by the allottee; or
- d) the allottee ceases to occupy the residence.

11.2 A residence allotted to an employee may be allowed to be retained on the occurrence of any of the events mentioned below for the period specified against each from the date of such occurrence subject to the condition that the residence is required for the bonafide use of the employee or the members of his family:

S.NO	EVENTS	PERMISSIBLE PERIOD FOR RETENTION OF RESIDENCE
a.	Resignation, dismissal or removal from service or termination of service or unauthorized absence without permission	1 month
b.	Retirement or terminal leave	4 months
c.	Death of the allottee	12 months
d.	Transfer to a place outside the station or to an ineligible office	2 months

e.	On proceeding on foreign service in India	2 months
f.	Temporary transfer in India or transfer to a place outside India.	6 months
g.	Leave (Other than leave preparatory to retirement, refused leave, terminal leave, medical leave, sabbatical leave and study leave)	For the period of leave but not exceeding 4 months
h.	Maternity leave	Period of maternity leave plus leave granted in continuation as per the instructions issued by the Govt. of India/CSIR from time to time
i.	Leave preparatory to retirement or refused leave granted under rules or earned leave granted to employee retired under F.R. 56(j)	Full period of leave subject to a maximum of 6 months in case of leave preparatory to retirement and 4 months in other cases inclusive of the period permissible in the case of retirement
j.	Study leave/sabbatical leave	Full period of leave
k.	Leave on medical grounds	Full period of leave
l.	Deputation outside India, excluding cases covered under sub clause 'm'	12 months on payment of normal licence fee extendable for another twelve months for convincing reasons to be recorded on payment of double the normal licence fee
m.	Foreign Assignments on foreign service terms or leave due and admissible or EOL etc.	For the period of absence but not exceeding six months
n.	On proceeding on training	Full period of training

11.3 Where an employee on transfer or on foreign service in India is sanctioned leave and avails it before joining duty at the new station, he may be permitted to retain the residence for the period mentioned against serial No. (d) to (f) or the period of leave whichever is more.

11.4 Where an order of transfer or on foreign service in India is issued to an employee while he is already on leave, the permissible period mentioned in Rule 11.3 shall commence from the date of issue of such order.

11.5 On expiry of the permissible concessional period the allotment shall be deemed to have been cancelled unless immediately before expiry of such concessional period the employee resumes duty.

11.6 The employee, who has retained the residence in accordance with the provisions of Rule 11.2, on re-employment in an eligible office within the concessional period specified



therein shall be entitled to retain that residence for the period of re-employment if the pay of the employee on such re-employment entitles him to that type of residence. If on re-employment, he does not remain entitled to the type of residence in his occupation, he shall be entitled to retain the same residence till the entitled type of residence is allotted to him.

11.7 Notwithstanding anything contained in Rules 11.2 to 11.6 when an employee is dismissed or removed from service or his services have been terminated and the Head of the Laboratory/Institute where such employee was in service immediately before such dismissal, removal or termination is satisfied that it is necessary or expedient in public interest to do so, he may cancel the allotment of Council residence of such employee either forthwith or with effect from such date prior to expiry of the concessional period referred to in Rule 11.2.

11.8 When an employee is transferred to a Laboratory/Centre situated in North- Eastern Region who desires to keep his family at the last station of his posting and applies within two months of such transfer for retention of the accommodation in his occupation, he may be allowed to retain the same if the accommodation in his occupation is below his entitled type on the basis of emoluments prescribed on the crucial date of relevant allotment year. If he is in occupation of entitled type of accommodation he shall be allotted accommodation one type below the type of accommodation under his occupation.

The licence fee for such retention/allotment shall be charged at the rate of one and half times the normal licence fee for the period beyond the permissible period of retention of the accommodation.

#### 12.0 RETENTION BEYOND PERMISSIBLE PERIOD

12.1 The Head of the Laboratory/Institute may, for reasons to be recorded in writing, allow retention of Council residence for a period not exceeding six months beyond the permissible concessional period under Rule 11.2, if he is satisfied that the retention of the residence is justified for any of the following reasons:

- a) Education of children of the employee;
- b) Serious or chronic illness in the family of the employee;
- c) Any other reason considered to be beyond the control of the employee.

Provided that in the event of retirement or terminal leave the period of retention to be allowed by the Head of the Laboratory/institute shall be limited to 4 months.

12.2 The allottee shall be required to pay twice the normal licence fee for the period of retention mentioned in Rule 12.1.

12.3 Retention of Accommodation by Employees Availing Joining Time Employees on transfer are allowed to retain the accommodation for two months or period of their leave not exceeding four months, whichever is more. However, in the case of employees availing joining time after the expiry of leave at the station from which they have been transferred, normal licence fee shall be charged for the period of stay at the 'old' station and allotment will be cancelled only after the joining time.

#### 12.4 Temporary Transfer - Retention of Accommodation

In the case of temporary transfer, where such extension beyond the normal period of six months permissible under Rule 11.2 is sought strictly in public interest i.e. where the employee concerned is given the impression that his transfer or deputation is temporary which is extended by the Laboratory/Institute for short period, the individual cases may be examined on merit and the question of relaxation of the relevant provisions of Rule 11 under provisions of Rule 28 may be considered and forwarded to the Director-General, CSIR for decision.

12.5 Licence fee for the period of retention of the residence shall be payable in advance on monthly basis.

#### 13.0 OVERSTAYAL IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT

13.1 Where, after the allotment has been cancelled or is deemed to have been cancelled under any provisions of these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, the allottee or such other person shall render himself liable to the following:-

- i. Payment of penal licence fee for use and occupation of the residence and damages equivalent to twice the normal charges for furniture, services, garden etc.;
- ii. Disciplinary proceedings for violation of CCS (Conduct) Rules, 1964, and/or any other rules in this regard applicable to the Council employees;
- iii. Any other proceedings that may be taken up at the discretion of the Head of the Laboratory/Institute for getting the residence vacated.

#### 14.0 PERSONAL LIABILITY OF THE EMPLOYEE TILL THE RESIDENCE IS VACATED

14.1 The allottee shall be personally liable for payment of the licence fee and other charges for the accommodation and for any damage, beyond reasonable wear and tear, caused thereto or to the furniture or fittings or services provided therein by the Council during the period of occupation and until full vacant possession thereof has been restored to the Head of the Laboratory/Institute.

14.2 Non-payment of license fee and other charges for the accommodation shall constitute breach of these allotment rules.

14.3 If the allottee fails to make payment of prescribed licence fee and other charges the allotment may be cancelled.

#### 15.0 SURRENDER OF ALLOTMENT AND PERIOD OF NOTICE

15.1 An allottee may at any time surrender the allotment by giving notice to the Head of the Laboratory/Institute at least seven days prior to the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the 8th day after the date on which the notice is received by the Head of the Laboratory/Institute or the date specified in the notice, whichever is later.

Provided that the Head of the Laboratory/Institute may accept a notice for shorter period.

15.2 An employee who surrenders the residence under Rule 15.1 shall not be considered again for allotment of Council residence at the same station for a period of one year from the date of such surrender.

15.3 Notice of surrender will not be necessary in the following cases:

- a) When an employee in occupation of a lower type of residence than his entitlement is allotted a residence of the type to which he is entitled;
- b) When an employee on his re-employment is found to be entitled to a lower type of residence and is allotted a residence in that type;
- c) When an employee is permitted a change of residence;
- d) When the residence in occupation of an employee is required to be vacated in public interest or for repairs or demolition and the employee is allotted alternative accommodation;
- e) When allotment of the residence in occupation of an employee is cancelled or is deemed to be cancelled under the provisions of these rules;
- f) When eligible family members of the retired/deceased allottee/employee get alternative residence on ad-hoc basis;

15.3.1 Where the family of a deceased allottee vacates the residence within the permissible period, cases of waiving off the period of notice or surrender may be considered with compassion and each case decided on merit and orders obtained from the competent authority.

16.0 FURNISHING OF INFORMATION REGARDING TRANSFER/DEATH OF AN ALLOTTEE TO THE CONTROLLING LABORATORY/INSTITUTE

16.1 Each participating Lab./Instt. Of the general pool accommodation shall intimate the controlling Lab./Instt. about transfer of an allottee from one office to another or to an outstation and retirement or death of the allottee immediately on the occurrence of such event to enable the Controlling Lab./Instt. To take necessary follow up action in respect of the Council accommodation.

17.0 PROVISION RELATING TO LICENCE FEE

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

17.2 Where the allotment of residence or alternative residence has been accepted, the liability for licence fee shall commence from the date of occupation or the 8th day of the date of the allotment letter, whichever is earlier.

17.3 Where an employee after accepting the allotment fails to take possession of the accommodation within 8 days from the date of the allotment letter, he shall be charged licence fee from such date for 12 days.

Provided that nothing contained in this rule shall apply where it is certified that the allotted residence is unfit for occupation and as a result thereof the employee is unable to occupy the residence within the aforesaid period.

17.4 Where a Council employee is considered to be in deemed possession of the residence for 12 days in accordance with the provisions of Rule 17.3, he shall not be entitled to HRA for the aforesaid period of 12 days.

17.5 If on allotment of an alternative or entitled residence the former residence is not vacated by the date already mentioned in the preceding rules the allottee shall be liable to pay penal licence fee and damages for continued occupation of the former residence with effect from the date he takes possession of the newly allotted residence. In the cancellation letter the exact amount of damages which the unauthorized occupant will be required to pay for over stoyal will be mentioned.

17.6 When at the request of an employee a residence of higher than the entitled type is allotted, the employee concerned shall be charged three times the normal licence fee for such a residence.

## 18.0 PENAL LICENCE FEE

18.1 The rates of penal licence fee shall be as follows:

Type of residence	Station	Station
	A category: Delhi, Calcutta*, Mumbai, Chennai, Hyderabad, Bangalore, Lucknow & Pune	B category : Other Stations
I.	Rs.2000/- p.m.	Rs.1500/- p.m.
II.	Rs.2500/- p.m.	Rs.2000/- p.m.
III.	Rs.3000/- p.m.	Rs.2500/- p.m.
IV.	Rs.4000/- p.m.	Rs.3000/- p.m.
V.	Rs.5000/- p.m.	Rs.4000/- p.m.
VI.	Rs.6000/-	Rs.5000/- p.m.
VII.	Rs.7000/- p.m.	Rs.6000/- p.m.

\*Kolkata (Webmaster 2005)

Scientist Apartments/Hostel s: 15 times the normal Licence fee for all stations

18.2 DG, CSIR shall have power to revise the penal licence fee from time to time.

## 19.0 UNDERTAKING FROM THE LICENCEE

19.1 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 licence fee and that the Council shall have authority to withhold his gratuity and leave encashment etc.

Provided that gratuity and leave encashment etc., may be released on furnishing of bank guarantee by the employee for an equivalent amount. Bank guarantee shall be discharged after vacant possession of the residence is surrendered to the Council and all the dues relating to the residence have been settled, failing which the bank guarantee shall be invoked.

19.2 All employees who are in occupation of Council residences and have not furnished an undertaking specified under rule 19.1 so far, shall furnish the same forthwith or within such time as may be prescribed by the Head of the Laboratory/Institute.

## 20.0 PROVISION OF ACCOMMODATION FOR PERFORMING MARRIAGE ETC. IN THE FAMILY OF AN ALLOTTEE

20.1 On receipt of an application, the Head of the Laboratory/Institute may make temporary allotment, not exceeding five days including the day of marriage, to a Council

employee if a vacant residence is available or likely to be available during the period for which allotment has been applied for.

20.2 Disciplinary action may be taken if the residence allotted under rule 20.1 is not vacated on expiry of the period of temporary allotment besides liability for payment of penal licence fee for the period of unauthorized occupation.

#### 21.0 CONSEQUENCES OF BREACH OF RULES AND CONDITIONS

21.1 If an allottee sublets the residence or charges licence fee from the sharer at a rate which the Head of the Lab./Instt. considers excessive 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 Laboratory/Institute considers to be improper or conducts himself in a manner which in the opinion of the Head of the Laboratory/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 Laboratory/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.

Explanation: In this rule the expression allottee includes, unless the context otherwise requires, a member of the family of the allottee and any other person claiming through the allottee.

21.2 If the allottee sublets his residence or any portion thereof or any of the out-house, garages appurtenant thereto in contravention of these rules he may without prejudice to any other action that may be taken against him, be charged penal licence fee/damages as laid down in these rules. The employee may also be debarred from sharing the residence in future for a period not exceeding 5 years as may be decided by the Head of the Lab./Instt.

21.3 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. The allotment shall be cancelled with effect from the date of vacation of the premises or on expiry of 60 days from the date of order for cancellation of allotment, whichever is earlier.

21.4 Where the allotment of residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with the neighbours, the allottee, at the discretion of the Head of Laboratory/Institute may be allotted another residence of the same type at any other place.

21.5 The Head of the Laboratory/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.

## 22.0 MAINTENANCE OF RESIDENCE

22.1 The allottee shall maintain the residence and premises in a clean condition to the satisfaction of the Head of the Laboratory/Institute. He shall not grow any tree, shrubs or plants contrary to the instructions of the Head of the Laboratory/Institute nor cut or lop off any existing trees or shrubs in any ground, courtyard or compound attached to the residence save with the prior permission in writing of the Head of the Laboratory/Institute. Any plantation or vegetation grown in contravention of the instructions may be got removed by the Head of the Laboratory/Institute at the risk and cost of the allottee.

## 23.0 RESERVATION OF RESIDENTIAL ACCOMMODATION TO SC/ST EMPLOYEES

23.1 Reservation of residential accommodation in favour of SC/ST employees will be as per the instructions issued by the Government of India/CSIR from time to time.

## 24.0 CONTINUANCE OF ALLOTMENTS MADE PRIOR TO THE ISSUE OF THESE RULES

24.1 Any valid allotment of residence under the provisions of the allotment rules in force immediately prior to commencement of these rules shall be deemed to be an allotment made under these rules notwithstanding the fact that the employee ceases to be entitled with reference to Rule 3.1 to the type of residence already allotted to him.

24.2 Provided that nothing contained in this rule shall apply if the employee ceases to be entitled to retain the house under Rule 7.0.

## 25.0 ESTATE OFFICER

25.1 Sr. COA/COA/AO functioning as Head of Administration shall discharge the functions and responsibilities of Estate Officer to ensure observance of these rules and terms and conditions of allotment by the allottees and take necessary action consequential to any breach of these rules.

## 26.0 INTERPRETATION OF RULES

26.1 If a question as to the interpretation of these rules arises, the Head of the Laboratory/Institute shall be competent to decide the same in consultation with the Allotment Committee, if required.

## 27.0 APPEAL

27.1 An employee aggrieved by the decision or order of the Head of the Laboratory/Institute under Rules 13 and 21 may appeal in writing to the Director-General, CSIR within 21 days of receipt of such decision or order. However, the decision or order of the Head of the Laboratory/Institute shall stand unless it is modified or rescinded as a result of such appeal of the employee.

## 28.0 RELAXATION OF RULES

28.1 The Head of the Laboratory/Institute, 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 licence fee is involved, to the Director General, CSIR who shall have the power to relax. The Director-General, CSIR may at his own discretion relax any of the rules in any case.



(1)

**Sub:- Grant of rent-free accommodation to Watch and Ward Assistants.**

References are received in the CSIR from the Heads of National Laboratories/Institutes for obtaining approval of the competent authority to the grant of rent-free accommodation to the Watch and Ward Assistants. In this connection, I am to draw your attention to this office letter No. 41(1)/63-WP dated 2.1.64 and 41(1)/63-WP dated 16.4.64 (not printed) wherein the decision of the Finance Sub-Committee to the grant of rent-free accommodation to Caretakers within the campus of the Laboratories/Institutes and change of the designation to Watch and Ward Assistants has been conveyed. In view of the above, such references may not be made to this office for these posts only.

It has also been decided in consultation with FA to CSIR that whenever the post of Watch and Ward Assistant is advertised, the condition of rent-free accommodation may be properly incorporated in future advertisements.

*Copy of CSIR letter No. 41(3)/64-Engg.II, dated 12.3.1970*

(2)

**Sub:- Grant of rent-free accommodation to Security Officer.**

CSIR had received proposals from various Labs./Instts. for grant of rent free accommodation to the Security Officer. This proposal has been carefully examined in consultation with Associate Finance. It has been held that the purpose for which rent-free accommodation is sought to be given to the Security Officer is already being served, as the concession of rent-free accommodation has been extended to the Watch & Ward Asstt. It has further to be conceded that the scale of pay sanctioned for the post of Security Officer has been decided with due consideration to the responsibilities and duties to be performed by the incumbent of the post and hence the condition for grant of rent-free accommodation as stipulated in the Min. of Works, Housing & Supply O.M. No. 12/11/60-Acc./I, dated 2-8-60 is not fulfilled in this case.

After due consideration of the various aspects involved it has been decided as under:-

- I. Security Officer at National Labs./Instts. will not be eligible for rent-free accommodation. He may, however, be given residential accommodation of the entitled type or a type below in the Lab. Campus on priority basis but on payment of usual licence fee.
- II. The existing Watch & Ward Asstts. will continue to avail of the concession of rent-free accommodation till such time they hold this post. In case the incumbent of the post is

promoted as Security Officer or is transferred to any other post, he will cease to be eligible for the concession of rent-free accommodation.

- III. In future each National Lab./Instt. will have either a Security Officer or Watch & Ward Asstt. Where the post of Security Officer is already available, the vacant post of Watch & Ward Asstt., if any, should not be filled unless prior clearance from the CSIR is obtained after giving due justification to have both the posts.
- IV. If the post of Watch & Ward Asstt. would fall vacant in future, it should not be filled up unless clearance as in (iii) above is obtained.
- V. In cases covered by (iii) & (iv) above, future appointees to the post of Watch & Ward Asstt. will not be eligible for rent-free accommodation where a Security Officer is already in position.

*Copy of CSIR letter No.41(3)/75-Engg, dated 11.9.1975*

**(3)**

**Sub:- Grant of rent free accommodation to Nursing Sister.**

The question of extending the concession of rent free accommodation to Nursing Sister employed in Labs./Instts., was under active consideration of the Council for some time past. It has now been decided in - consultation-with the-Member (Finance) to grant rent-free-accommodation to the-Nursing Sister employed in the Clinical Centre of Lab./Instt. with immediate effect.

The incumbent will be required to pay for actual consumption of water and electricity. No HRA will be admissible to them from the date of allotment of rent free accommodation.

*Copy of CSIR letter No. 41/3/64-WP-V, dated 7.7.1980*

**(4)**

**Sub:- Fixation of rent of accommodation occupied by Banks.**

The question of adoption of uniform policy for fixation of Licence Fee in respect of accommodation occupied by Banks/Extension Counters in the National Laboratories was under active consideration of C.S.I.R.

The Director-General, SIR -has now decided that the Banks/ Extension Counters which exclusively cater to the-needs-of-the Labs./Instts. and their employees may be charged standard Licence Fee, and other Banks/Extension Counters which admit members of the public also to have banking facilities may be-charged market rent.

These orders are operative with effect from, 1.4.1984 and the standard Licence Fee/Market rent may be calculated and intimated, to the concerned banks for payment.

*Copy of CSIR letter No. 25/20/76-Engg.II, dated 2.4.1984*

(5)

**Sub:- Hiring of accommodation for Scientist coming from abroad.**

The detailed terms and conditions of lease of strictly limited numbers of private houses for allotment to Scientist coming from abroad were under active consideration of CSIR and it has now been decided that:

- a. The houses with covered area of 1200 sq.ft. with +/- 10% variation may be hired for Sc. 'F' / 'E' in receipt of basic pay of Rs. 1500/- or more and covered area of 850 sq.ft. with +/- 10% variation for Sc. 'C' in receipt of basic pay of Rs. 1100/- and above but less than Rs. 1500/-.
- b. The agreement as per specimen attached will be executed by CSIR and landlord.
- c. Houses will be allotted to the Scientist concerned after fulfilling the conditions of allotment.
- d. As regards rent, each case will be referred to the Financial Advisor CSIR and a decision will be taken on merit.
- e. No house will be hired for the India based Scientists or Scientists returning from abroad without the permission of CSIR.
- f. The draft lease deed to be executed with landlord is also attached.

*Copy of CSIR letter No. 26/62/83-Engg. dated 18.5.1984*

**LEASE DEED**

This Lease Deed executed today the \_\_\_\_\_ day of 19 \_\_\_\_\_ between \_\_\_\_\_ being the landlord hereinafter called the Lessor and the Council of Scientific & Industrial Research, Rafi Marg, New Delhi hereinafter called the Lessee.

Whereas the Lessor is the absolute owner of building at \_\_\_\_\_ more particularly described and detailed in the site plan attached.

AND WHEREAS the Lessee has agreed to take on lease and the Lessor has agreed to give on lease the said premises more fully shown and delineated in the plan annexed for a period of \_\_\_\_\_ years on a monthly rent of Rs. \_\_\_\_\_ (only);

Now, therefore, this Lease Deed witnesseth as under:

1. That the demised premises comprises of \_\_\_\_\_ surrounded by \_\_\_\_\_.

2. That the monthly rent of Rs. \_\_\_\_\_ shall be paid by cheque month by month on receipt of a pre-receipted bill from the Lessor or his authorized agent.
3. No payment shall be recognised without a valid receipt issued by the Lessor or its authorised agent.
4. That for the present the Lease period has been fixed for \_\_\_\_\_ years with effect from \_\_\_\_\_ with an option of extension for a further period \_\_\_\_\_ years.
5. That the building is quite fit for habitation on all counts and in all respects fully equipped with all necessities and all amenities and after the period of lease as stated in clause 4 is over, it shall be returnable to the landlord in substantially the same condition.
6. That the Lessee will not sublet the premises either partially or wholly.
7. That the Lessee shall be at liberty to put up wooden/ steel temporary structures inside/outside the demised premises to meet its requirement.
8. That the Lessee shall not put up any permanent structure without the specific written consent of the Lessor.
9. That the Lessor or his authorised agent shall have the right of free access to the demised premises.
10. That after the extended period of option, the Lessee still desires to remain in possession then fresh lease may be settled between the parties.
11. That the Lessee shall keep the demised premises and fittings and fixtures in good condition:—
12. That the Lessor will at his own cost keep the demised premises including electrical and sanitary installation in good repair and habitable condition and will, in particular repair at such time as the Lessee may require to make such repairs as may be necessary by natural wear and tear or by act of God.

**(6)**

**Sub:- Allotment of staff quarters-undertaking to be obtained from the Licencees.**

In continuation of this office letter of even number dated 30th May, 1986, I am directed to state that in order to safeguard the Council's interest against unauthorised occupation of Council accommodation by an employee after its cancellation or otherwise on ceasing to be entitled to retain the same, the DGSIR has been pleased to approve that an Undertaking may be obtained from all Council employees to the effect that they would vacate the staff quarters on the determination of licence for any reason whatsoever failing which they will be liable to pay the penal licence fee as also authorising the CSIR to withhold the DCRG and leave encashment etc. till they vacate the quarter. A specimen copy of the Undertaking is enclosed.

It is, therefore, requested that the enclosed Undertaking may kindly be obtained from all employees in occupation of Council accommodation and it may be invariably done whenever CSIR accommodation is allotted to an employee or any change in the residence is effected.

*Copy of CSIR letter No. 2(83)P.P.U.O./Law, dated 22.7.1986*

**Undertaking to be Signed by a CSIR Employee at the Time of Allotment of Staff Quarter**

Ref: Allotments letter No. \_\_\_\_\_ Dated \_\_\_\_\_ I hereby undertake to abide by CSIR Rules for Allotment of Staff Quarters, as amended from time to time.

2. I further undertake to vacate the staff quarter on the determination of licence for any reason whatsoever, failing which I shall be liable to pay the penal licence fee as provided under the Rules, which may be recovered from my salary or any other dues including DCRG & Leave encashment & other pensionery benefits.
3. I hereby authorise CSIR to withhold my DCRG and Leave Encashment till I vacate the staff quarter allotted to me on determination of the licence for any reason whatsoever.
4. I am giving this Undertaking of my free will without any correction & knowing fully well the consequences.

Signature of the Employee  
Date \_\_\_\_\_

Witness:

\_\_\_\_\_  
\_\_\_\_\_

(7)

**Sub:- Hiring of Houses - Fixation of Parameters.**

The Director General, CSIR, had constituted a Committee under the Chairmanship of Dr. G. Thyagarajanto fix parameters for hiring of houses by the Labs./Instts, The Committee made the following recommendations for providing austere accommodation at least at par with the Scientists Apartments constructed by the CSIR:

- a. Hiring of houses generally will be restricted to cover scientists in Group IV (upto 20 % of satisfaction in Group IV).
- b. The hiring of accommodation may also be permitted in the following 11 places, for all categories of staff, with a view to ensure that a minimum satisfaction upto 20% is achieved in each Lab ./Centre/Complex located here: i.e. Bangalore, Chandigarh, Cochin, Ghaziabad, Goa, Hyderabad, Khurja, Lucknow, Naroda, New Delhi, Palampur.
- c. Hiring can also be undertaken in other special cases for attracting brilliant Scientists for carrying out research in priority or nationally important areas as well as houses

for hostel accommodation for younger researchers. This may be limited to 5 cases in each Lab.

- d. The scale of accommodation to be hired will be limited to the extent being provided in the Scientist Apartment being constructed by the Engineering Service Division of CSIR for Various National Labs/Instts.
- e. The rent payable for these houses will be decided taking into account the local factors for fixation of rent etc. the licence fee recovery from the employees may be made as per normal rules.
- f. The sanctioning authority will be the Director of the Labs/Instts., without reference to CSIR.
- g. Expenditure on hiring of these houses will be met from the sanctioned grant of the Lab/Instt. and no additional funds will be provided by CSIR for this purpose.
- h. As soon as CSIR accommodation at a particular place is ready, the tenancy of private houses will be terminated.

The DGSIR has been pleased to approve of the above recommendations of the Thyagarajan Committee for implementation by the Labs./Instts. in modification of this office letter No. 26(62)83-Engg. dated 18.5.84 excepting Clause (b) & (c) thereof. He has further approved the following guidelines to consider and assess the fair rent and hiring of one single house for the allotment to more than one Scientist/Research Fellow, etc.

- a. There should be a Committee constituted by the Director of the Lab. to consider and assess the fair rent. There should be only one Committee for all the Labs. in one city to assess the fair rent. This Committee can include the representatives of all the Directors in that particular place. In Delhi, the Hqrs. consultation with other Directors.
- b. It would be permissible to hire one single house and allot it to more than one Scientist/Research Fellow, etc. the scale for each should not exceed the one as mentioned in (d) above. Hostel Accommodation could be provided to young Scientists.

*Copy of CSIR letter No. 26(62)83-Engg. dated 11.2.1988*

(8)

**Sub:- Reference NPL D.O. Late No. 16/51/89-Gen dated 16<sup>th</sup> Aug., 1989 regarding bank guarantee in lieu of withholding the amount of DCRG & Leave Encashment for the purpose of retention of the house on retirement of an office for the period of 4/8 months.**

It has been decided that in case of officers who are retiring from Council's service and are retaining the Council's accommodation, we may have no objection to their submitting a bank guarantee from a nationalized bank equivalent to the amount of DCRG & Leave Encashment, in lieu of with holding the amount in question. In case the quarter is not vacated by the office within the specified period of 4/8 months, the bank guarantee will be enforced immediately in favour of the Lab.

A draft of the bank guarantee sent along with your letter has been vetted by the Legal Adviser and slightly amended, a copy of which is enclosed for your taking further necessary action.

A formal communication in this regard will follow separately.

*Copy of CSIR letter No. 2(83)PPEUO/83-Law, dated 31.8.1989*

**BANK GURANTEE**

The Director

\_\_\_\_\_  
\_\_\_\_\_

In consideration of your agreeing to pay (Name of employee) \_\_\_\_\_ of your Lab./Instt. who has retired on \_\_\_\_\_, a sum of Rs. \_\_\_\_\_ towards gratuity and/or leave encashment due to him as retirement benefits, we (Name of the Bank) \_\_\_\_\_ hereby guarantee to pay to you upto a sum of Rs. \_\_\_\_\_ (Rupees) \_\_\_\_\_ in case the aforesaid \_\_\_\_\_ does not vacate the Quarter/ Flat No. \_\_\_\_\_ which is in the occupation of \_\_\_\_\_ being the bonafide allottee of the above Quarter/Flat, upto \_\_\_\_\_.

The guarantee is irrevocable and shall not be revoked without your authorised officers written consent.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees) \_\_\_\_\_ and shall remain in force till \_\_\_\_\_. However, if \_\_\_\_\_ vacates the Quarter/Flat on or before \_\_\_\_\_. You will instruct us in writing to revoke the guarantee in favour of \_\_\_\_\_. In case \_\_\_\_\_

does not vacate the Quarter/Flat on or before \_\_\_\_\_ the guarantee will immediately be enforced in your favour.

(9)

**Sub:- Payment of HRA for stay in Hostel/ Guest Houses/ Transit Accommodation.**

As per Para 4(b) of Ministry of Finance O.M. No.F.2(37)/E.II (B)/64 dated 27-11-1965 as amended from time to time, House Rent Allowance shall not be admissible to those Govt. servants who occupy accommodation provided by Govt. or those to whom accommodation has been offered by Govt. but who have refused it. A question has been raised whether HRA can be paid in cases where the CSIR employees stay in Guest Houses/ Hostel/Transit accommodation and room is shared by more than one person.

The matter has been carefully considered in consultation with Min. of Finance and it is hereby clarified that CSIR employees staying in guest houses/hostel/transit accommodation at the place of their Hqrs. are not eligible for HRA.

The cases for payment of HRA may, therefore, kindly be reviewed accordingly.

*Copy of CSIR letter No. 1(120)/92-Finance, dated 15.9.1992*

(10)

**Sub:- CSIR (Residence Allotment) Rules 1997 – Entitlement reg.**

I am directed to invite kind attention to Rule 3.1, 3.2 and 3.3 of the CSIR (Residence Allotment) Rules, 1997 according to which the entitlement of the type of council residences is determined. With the implementation of Vth Central Pay Commission, DG, CSIR has been pleased to approve that Rules 3.1, 3.2 & 3.3 of the CSIR (Residence Allotment) Rules, 1997 shall be substituted as follows: -

**Rule No. 3.1: RESIDENCES OTHER THAN SCIENTIST APARTMENTS AND HOSTELS**

Same as otherwise provided 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,	Emoluments
I.	Less than Rs. 3050/-
II.	Rs. 3050/- and above but below Rs. 5500/-
III.	Rs. 5500/- and above but below Rs. 8500/-
IV.	Rs. 8500/- and above but below Rs. 12000/-
V.	Rs. 12000/- and above but below Rs. 18400/-
VI.	Rs. 18400/- and above but below Rs. 22400/-
VII.	Rs. 22400/- and above



### Rule No. 3.2 : SCIENTIST APARTMENTS

The accommodation in Scientist Apartments shall be treated as transit accommodation only. Entitlement for allotment of these Apartments shall be as under:-

Type	Entitlement
Double/Three room Scientist Apartments	Scientists in Group IV drawing emoluments of Rs. 10,000/- and above.
Single room Scientist Apartments	Scientists in Group IV drawing emoluments below Rs. 10,000/-

EXPLANATION: Scientists in Group IV drawing emoluments below Rs. 10,000/- may be considered for allotment of double/three room Scientist Apartments if Scientists drawing emoluments of Rs. 10,000/- and above are not available on the date on which the apartment has fallen vacant.

Rule 3.2.1(d)

Technical Officers in Group III drawing basic pay of Rs. 6500/- and above.

### Rule 3.3: HOSTELS/HOSTEL SUITS

Hostels/Hostel Suits with or without kitchen shall be allotted to the Research Fellows.

If Research Fellows are either not available or are not willing to avail of the allotment as on the date on which the hostel has fallen vacant, the same may be allotted to regular employees drawing basic pay of Rs. 3050/- and above but not exceeding Rs. 6500/-;

The above substituted provisions shall be effective from the allotment year beginning 1st January, 1999.

It is, therefore, requested that priority list for regular accommodation and Scientist Apartments/ Hostels/Hostel suits be drawn accordingly. Accordingly, the Circular of even no. dt. 07/1/99 stands superseded.

*Copy of CSIR letter No. CSIR (Resi. Allot) 97- Estate dated 18.1.1998*

(11)

**Sub:- Allotment of accommodation to Common Cadre Officers – Stay in Guest Houses regarding.**

I am directed to state that it has been brought to the notice of DG, CSIR that some Common Cadre Officers of the rank of COA/AO/F&AO continue to stay in the guest house even after allotment of regular accommodation on out of turn basis.

Under the CSIR Allotment Rules Common Cadre Officers of the rank of COA/AO/Sr. F&AO are eligible for out of turn adhoc, allotment of accommodation on transfer and the Labs./Instts are required to allot the first available accommodation of the entitled class to these officers. The tendency of not occupying regular accommodation on allotment and continue to stay in the Guest House for longer periods is not proper.

After careful consideration of the matter, the DG, CSIR has been pleased to approve that the concerned officers on their joining the new Lab./Instt. on transfer may be allowed to avail the Guest House facility for maximum period of two months or the allotment of first available accommodation of entitled class, whichever is later. This underlines the need for allotment of out of turn accommodation to the concerned common cadre officers immediately on their joining the new Lab./Instts. on transfer.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt for their information, guidance and necessary action.

Hindi version will follow.

*Copy of CSIR letter No. 17/67/35/95-PPS dated 27.3.1998*

(12)

**Sub:-CSIR (Residence Allotment) Rules, 1997 – out of turn allotment entitlement - reg.**

I am directed to invite kind attention to Rule 5.1(i) of the CSIR (Residence Allotment) Rules, 1997 according to which the employees with all India transfer liability are entitled to out of turn allotment of the entitled type of accommodation and to say that references have been received from some of the labs./Instts. seeking clarification whether those of the common cadre officers who have been allotted the next below type of accommodation in accordance with the CSIR Circular No. 28/126/84-Engg. II dated 16.05.1994 could also be allotted the entitled type of accommodation on out-of-turn basis.

After careful consideration of the matter, DG, CSIR has been pleased to approve that the provisions of Rule 5.1 (i) of the CSIR (Residence Allotment) Rule 1997 shall also apply to the allottees of next below type with all India transfer liability provided they request for allotment of the entitled type of accommodation on out-of-turn basis.

*Copy of CSIR letter No. CSIR (Resi. Allot) 97- Estate dated 25.5.1998*

(13)

**Sub:- Allotment of accommodation to Common Cadre Officers.**

I am directed to state that references are being received from the Labs./Instts. seeking clarification regarding the applicability of CSIR circular No.17/67/35/95-PPS, dated 27.3.98 on the above subject, to Common Cadre Officers of the rank of Dy. SPO.

The matter has been considered and it is accordingly clarified that the provision contained in CSIR circular dated; 27.3.98 is applicable to all the Common Cadre Officers who are eligible for Out-of-turn allotment under the Allotment Rules.

It is requested that the above clarification may kindly be brought to the notice of all concerned for information, guidance and necessary action.

*Copy of CSIR letter No. 17/66/16/94-PPS dated 1.7.1998*

(14)

**Sub: CSIR (Residence Allotment) Rules 1997- Canteen Employees – reg.**

I am directed to invite kind attention to Rule 2.0 (d) of the, CSIR (Residence Allotment) Rules 1997 according to which the 'council service' in respect of canteen employees shall be reckoned with effect from the date they have been absorbed in CSIR Headquarters and/or Laboratories/Institutes. The matter relating to computing of service rendered by the canteen employees prior to their absorption for the purpose of eligibility for council accommodation has been under consideration, keeping in view the fact that the Deptt. of Personnel & Training extended the benefit of services rendered since 26.09.83 by such employees for the purpose of computation of qualifying service for pension etc. DG, CSIR has been pleased to approve incorporation of a new 'Rule 2.0(j) (i) A' below Rule 2.0(j) (i) but above the provisos to this rule. The new rule '2.0 (j) (i) A' shall read as under:-"The priority date in case of canteen employees for determining their entitlement for council accommodation shall be counted from 26.09.83 or the date of joining canteen service whichever is later".

It is, therefore, requested that necessary correction may kindly be made in the CSIR (Residence Allotment) Rules 1997 notified vide letter No. CSIR/Resi.Allot./97/WE dated 06.05.1998.

*Copy of CSIR letter No. CSIR (Resi. Allot) 97- Estate dated 11.8.1998*

(15)

**Sub:- Providing Security for staff quarters and engagement of Security staff on other duties.**

I am directed to state that CAG in his report of Manpower Audit of CSIR has inter alia observed that:

- i. Providing the Security for the staff colony of the Labs./Intts. Is not the responsibility of the concerned Lab. and as such no expenditure should be incurred on the same.
- ii. The CSIR laboratories were authorized to meet only their additional requirement of security staff through private agencies and that Security Contracts were permissible only to the extent of shortage of manpower was not adhered to and Labs. did not limit the contract staff to the extent of shortage but contracted out entire security work and deployed regular staff on Group D duties/or inducted them into technical stream.

In this connection it is informed that while induction may be made against the vacancies available in Group I the practice of deployment of regular security staff for other duties should be avoided.

You are requested kindly to take note the above observations of CAG for information, guidance and necessary action to avoid such observations in future.

*Copy of CSIR letter No. US/LA/CAG/98-E.II dated 18.12.1998*

(16)

**Sub:- CSIR (Residence Allotment) Rules, 1997 – out of turn allotment on Medical ground – reg.**

I am directed to invite reference to rule 5.1.(iii) of the CSIR (Residence Allotment) Rules, 1997 regarding out of turn allotment of council accommodation to the employees on medical grounds and to state that the matter whether the allotment on medical ground should be made in the next below type with exception of the employees entitled to Type-I, and Type-II accommodation as applicable in Govt. of India has been under consideration. After careful consideration of the matter, DG, CSIR in exercise of the powers vested under rule 1.3 of the CSIR (Residence Allotment) Rules, 1997 has been pleased to approve incorporation of the following proviso below rule 5.1(iii) (g).

"Provided that notwithstanding the provisions contained in Rule 4.5, out of turn allotment on medical grounds shall be made in the next below type with the exception to the employees entitled to type I & II accommodation, and the number of allotments to be

made on medical grounds shall not exceed 50% of the vacancies in a particular type arising in an allotment year".

*Copy of CSIR letter No. CSIR/Res. Allot/97-Estate dated 14.1.1999*

(17)

**Sub:- Permissible period of retention of Council accommodation in case of death of the allottees – CSIR (Residence Allotment) Rules, 1997.**

I am directed to invite kind attention to Rule 11.2(c) of the CSIR (Residence Allotment) Rules, 1997 according to which the permissible period of retention of council residence in case of death of an allottee is 12 months. Adopting the provision of Govt. of India, Directorate of Estate OM No. 12035/4198-Pol.II dated 9/6/98, DG, CSIR, in exercise of the powers under Rule 1.3 of the CSIR (Residence Allotment) Rules, 1997 has been pleased to approve modification of Rule 11.2 to permit retention of Council accommodation for one more year on payment of normal licence fee. The family of the deceased allottee shall be required to apply for such retention and the licence fee shall be payable in advance. The extended period of retention will, however, not be permissible in cases where the deceased employee or his/her dependants own a house at the place of posting. The modification will come into force w.e.f. 1/6/98 and the benefit of retention of Council accommodation will be admissible in all such cases where the normal retention period of one year as admissible under rule has not expired on 1/6/98. DG, CSIR has further been pleased to approve that the period of 12 months appearing in Rule 5.2(b) shall accordingly stand extended to 24 months.

*Copy of CSIR letter No. CSIR (Resi.Allot)97-Estate dated 1.6.1999*

(18)

**Sub:- Revision of Licence Fee for Central Govt. Accommodation.**

The flat rates of licence fee recoverable for the residential accommodation available in General Pool and also under various Min./Depts. Of GOI except in respect of sub-standard/unclassified accommodation of Ministry of Defence, accommodation for service personnel of Ministry of Defence and accommodation under the control of Ministry of Railways has been revised w.e.f. 1.7.1999 as under:

Type of accommodation	Range of living area (Sqm)	Existing flat rate	Revised flat rate of licence fee w.e.f 1.7.1999 (Rs.)	Remarks
I	Upto 30	17	20	Quarters sharing toilet facilities meant for more

				than two quarters
I	-Do-	22	26	Quarters sharing toilet facilities meant for two quarters
I	-Do-	39	46	Old quarters with plinth area less than 300 sq. ft.
II	41-50	113	133	
III	More than 34.5 and upto 55	122	145	
III	56-65	148	177	
IV	59-75	165	195	
IV	76-91.5	209	245	
E	Upto 106	252	289	
E	Beyond 106	296	351	
E.I	Upto 159.5	433	514	
E.II	189.5-224.5	510	604	
E.III	243-350	728	866	
E.III	350.5-522	1073	1274	

The revision effected in GOI order in respect of Hostel accommodation has not been made applicable for council accommodation.

For servant quarters and garages allotted independent of the regular accommodation, following flat rates may be recovered:-

	Existing	Revised
1. Servant quarter	Rs. 17/-	Rs.20/-
2. Garages	Rs.10/-	Rs. 12/-

Subject to a maximum ceiling of 10% of monthly emoluments of the allottee.

*Copy of CSIR letter No. 28/90/79-Engg.(Estates) dated 18.11.1999*

#### LICENCE FEE FOR SCIENTISTS APARTMENTS, HOSTEL/HOSTEL SUITS

The Licence Fee for Scientist Apartments, Hotel/Hostel suits are revised w.e.f. 1.7.1999 as follow:-

1. Single room Scientist Apartment/Hostel with living area from 21.5-30 sqm... Rs. 110/- pm
2. Single/Double room Scientist Apartment/Hostel exceeding 30 sqm but below 40 sqm.. Rs. 156/- pm
3. Double/Three room Scientist Apartment 40 sqm but below 50 sqm. Rs. 185/- pm
4. Double/Three room Scientist Apartment from 50-60 sqm.
5. Three room Scientist Apartment above 60 sqm... Rs. 214/- pm
6. Three room Scientist Apartment above 60 sqm.... Rs. 510/- pm

Water charges shall be extra.

Market rate in case the employee does not vacate the Council/Govt. accommodation if the house was constructed at the station of his posting are not in consonance with the provision of Rule 7.5 of the CSIR (Residence Allotment) Rules. The matter was placed before the Governing Body at its 147<sup>th</sup> meeting held on 9.12.99. The Governing Body has approved incorporation of a new Rule 7.6 (A) in the CSIR (Residence Allotment) Rules, 1997 as follows:-

“The condition No. 2 of the CSIR Circular No. 16(63)/Misc/91RS/E.II (U-3) dated 10.4.92 shall not be applicable to the employees whose cases are covered under Rules 7.3 and 7.6 of these Rules.”

The effect of the amendment would be that the employees who are allotted or permitted to retain accommodation as per provision of Rule 7.3 shall be charged licence fee as per Rule 7.5 for the period of retention.

The amended provision shall come into force with retrospective effect from 6.5.98 when the CSIR (Residence Allotment) Rules, 1997 came into force. The provisions contained in para 2 of the CSIR Circular No. 16(63)/Misc./91 RS/E-II (U-3) dated 10.4.92 shall stand modified to the extent indicated in this circular.

**(19)**

**Sub:-Hiring of houses-fixation of parameters.**

With reference to the DG's Letter No.CBT/57/1/2000 dated 29.11.2000 from the Director, CBT on the subject cited it is notified that in order to mitigate the hardship faced by the laboratories regarding renewal of the lease agreements wherever due in partial modification of CSIR letter No.26/27/83-Engg. Dated 6.12.1991 (2<sup>nd</sup> Para), DG., CSIR has been pleased to delegate the powers to renew the lease agreement within the overall ceiling of the number of houses at the existing rates to the Directors of respective Labs./Instts.

It is, therefore, requested that in future all proposals for renewal of lease agreements may be decided at the level of Directors of the Labs./Instts.

*Copy of CSIR letter No. 26/62/84-Engg. Dated 17.1.2001*

(20)

**Sub:- Providing of Guest House Facility to former Joint Secretaries (Admn), Financial Advisors & CVOs of CSIR at par with Serving Council employees & Pensioners.**

(Ref. OM of even number dated 10th Nov. 1998 and 1st October 1999)

In continuation of OM's referred to above, DGSIR in consultation with FA, CSIR has been pleased to approve the use of CSIR and its national labs./instts. guesthouses by the officers who served CSIR in the capacity of JS(Admn.) FA and CVO at par with CSIR working employees and pensioners on payment of normal charges. However, other terms & conditions laid down in the above referred OM's will remain unchanged.

*Copy of CSIR letter No. CSIR/GH/91-Gen dated 9.5.2001*

(21)

**Sub:- CSIR (Residence Allotment) Rules, 1997 –Rule 7.2 (b) – Amended.**

I am directed to state that as per Rules 7.2(b) of CSIR (Residence Allotment) Rules, 1997, when an employee or his spouse who has been allotted Council accommodation constructs or purchases or acquires without HBA from Council or inherits a residence at the place of his posting within the Municipal Limits or within a radius of 8 kms of Lab./Instt. whichever is more, he shall have to vacate the residence within two months of completion of such construction or purchase or acquisition or inheritance, as the case may be. Rule 7.2 (d) ibid stipulates that notwithstanding the provisions under Rule 7.1 and 7.2 an employee shall become eligible for Council accommodation on payment of normal licence fee, if the house owned by him or his spouse jointly or severally is transferred by way of sale to any person other than close relations.

Clarifications have been sought by some of the Labs./Instts. As to whether acquisition of any property by executing irrevocable General Power of Attorney, 'Will' Agreement to sale and receipt etc. towards consideration will make an employee ineligible for council accommodation under Section 7.2 (b) or vice versa under Section 7.2(b) an employee will become eligible for council accommodation if the house owned by him or his spouse severally or jointly is transferred to any person other than close relation by the above mode i.e. by executing irrevocable General Power of Attorney, 'Will', Agreement to sale and Receipt towards consideration. The matter has been examined in consultation with Legal Adviser, and with the approval of Director-General, CSIR, the following amendments have been made in Rule 7.2(b) and 7.2(d) of CSIR (Residence Rule 1997).

*Copy of CSIR OM No. 12-28/1/2001/Estate dated 11.1.2002*



<b>Rule</b>	<b>Existing</b>	<b>Amended</b>
7.2.b	When an employee or his spouse who has been allotted Council Accommodation construct or purchases or acquires without taking HBA from the Council or inherits a residence at the place of his posting within the Municipal Limits or within a radius of 8 kms of the labs./instts whichever is more he shall have to vacate the residence within two months of completion of such construction or purchase or acquisition or inheritance, as the case may be.	When an employee or his spouse who has been allotted Council Accommodation construct or purchases or acquires by way of executing irrevocable General Power of Attorney, WILL, Agreement to sell, Receipt, etc. towards consideration, without taking HBA from the Council or inherits a residence at the place of his posting within the Municipal Limits or within a radius of 8 kms of the labs./instts whichever is more he shall have to vacate the residence within two months of completion of such construction or purchase or acquisition or inheritance, as the case may be.
7.2 d	Notwithstanding the provisions under Rule 7.1 and 7.2 an employee shall become eligible for Council accommodation on payment of normal licence fee if the spouse jointly or severally is transferred by way of sale to any person other than close relations	Notwithstanding the provisions under Rule 7.1 and 7.2 an employee shall become eligible for Council accommodation on payment of normal licence fee if the spouse jointly or severally is transferred by way of sale or buy executing irrevocable General Power of Attorney, WILL Agreement to Sell, Receipt, etc. towards consideration to any person other than close relations.

The above amendment will come into force with immediate effect.

(22)

**Sub:- CSIR (Residence Allotment) Rules, 1997 – Rule 5.1 (ii)C – out of turn allotment to security officer.**

I am directed to state that in exercise of Powers conferred upon him under the provisions of Rule 13 of CSIR (Residence Allotment) Rules 1997, DG., CSIR has been pleased to incorporate the following proviso below Rule 5.1 (ii)(b) of CSIR (Residence Allotment) Rules, 1997 relating to the out of turn allotment as under:

No. 5.1(ii)(c)

"Out of turn allotment of council accommodation to at least one Security Officer (if there are more than one: in a Lab./Instt.) as per entitlement on the recommendation of the allotment committee."

The above provision will be effective from the date of issue of this letter.

*Copy of CSIR letter No. 12-28(1)/2001 -Estate dated 16.1.2002*

(23)

**Sub:- Allotment of Scientist Apartments to Research Fellows - Reg.**

With reference to your letter no. 1(8)/2001-Genl. Dated 8.3.2002 on the above subject, I am directed to clarify that Research Fellows appointed in the projects sponsored by Departments, such as DST, DBT, etc. may be treated at par with the Research Fellows appointed in the CSIR Schemes, for allotment of Scientist Apartments under Rule 3.2.1 (c) of CSIR (Residence Allotment) Rules, 1997.

*Copy of CSIR letter No. 12-28/96/98-Estate dated 14.5.2002*

(24)

**Sub:-Residential Colonies of CSIR – Regarding Security & Cleaning thereof.**

I am directed to state that references are being received from various Labs./instts. for sanction of manpower for security and cleaning of the colonies of CSIR Labs./Instts. The matter has been considered with reference to various audit objections received by the CSIR from time to time.

The CAG of India in his report on Manpower-Audit of CSIR had, inter-alia, observed that providing security for the staff colony of the Labs./Instts. was not the responsibility of the concerned Labs./Instts. Accordingly, CSIR had issued Instructions vide

circular dated 18.12.1998 to all the Labs/Instts. that no expenditure should be incurred on the security of their staff quarters. In its report on Scientific Departments for the year ended March 1999-2000, the CAG had again objected to providing security arrangements for the staff quarters.

In view of the above observations of CAG, security cannot be provided to the staff colonies at the expenses of CSIR. The security arrangements for the colonies wherever required, therefore, be made through the aegis of the Resident Welfare Associations which may recover charges from the residents directly for the purpose at the rates fixed through mutual consent.

As regards cleanliness, it has been decided that since CSIR Labs./Instts. pay Municipal taxes/Property Tax to the local municipal authority, they may be approached for doing this job. For this purpose Labs./Instts. should take up the matter with the local authorities.

In view of the above, it should be ensured that no expenditure on security, cleaning of colonies is met from the budgetary allocations made to the Labs./Instts. any failure to comply with these instructions, the Director, COA/AO and Sr. F &AO of the Lab./Instt. shall be held jointly responsible.

*Copy of CSIR letter No. 14(6)1/86-E.II dated 2.9.2002*

**(25)**

**Sub:- CSIR (Residence Allotment) Rules-1997 - relaxation in terms; of provisions contained in para. 28.0, reg.**

I am directed to state that proposals are being received frequently from different Labs./Instts., seeking approval of DG, CSIR in terms of para 28.0 of the CSIR (Residence Allotment) Rules-1997.

However, it has been noticed that such proposals are not being forwarded alongwith a copy of the recommendations of the House Allotment Committee of the concerned Lab./Instt., duly approved by its Director, for which we have to refer back to the Lab.

Therefore, it is requested that while forwarding the proposals seeking approval of DG, in relaxation of the provisions of the CSIR Allotment Rules, it may invariably be accompanied with a copy of the HAC's recommendations, duly approved by the Director of the Lab./Instt. as prescribed in the rules, so that delay in processing the case and back-references to the Labs, could be avoided.

*Copy of CSIR letter No. 12-28/1/2001-Estate dated 25.6.2003*

(26)

**Sub:- CSIR (Residence Allotment) Rules 1997 –Reg. Research interns.**

I am directed to state that in exercise of the Powers conferred on him under the provisions of Rule 1.3 of CSIR (Residence Allotment) Rules-1997, DG, CSIR has been pleased to add/incorporate the following sub-rule in Rule 3.3 after the words "allotted to regular employees drawing basic pay of Rs. 3050/- and above but not exceeding Rs. 6500/-".

In the event of unwillingness and/or non-availability of Research Fellows or regular employees eligible for the allotment of Hostel accommodation, the same may be allotted to the Interns of the 'CSIR Diamond Jubilee Research Interns Awards". In Rule 3.3.1-word "Interns" may be added after the word "Employees". The amended rule may be read as given below:

Only those Research Fellows/Employees/Interns shall be eligible for hostel accommodation who are unmarried or are willing to stay alone without their family members".

The above provisions will be effective from the date of issue of this letter.

*Copy of CSIR letter No. 12-28/1/2001-Estate dated 27.6.2003*

(27)

**Sub:- CSIR (Residence Allotment) Rules, 1997 – Reg. Scientist Apartments.**

I am directed to invite kind attention to Rule 3.2 and 3.2.1 (d) of CSIR (Residence Allotment) Rules, 1997 and CSIR Circular No.CSIR (Resi. Allot) 97-Estate dated 18.1.1998 relating to entitlement for allotment Scientist Apartment and to say that with the implementation of Sixth Central Pay Commission in CSIR,.DG, CSIR has been pleased to approve the revised eligibility criteria for allotment of Scientist Apartment under Rule 3.2 and Rule 3.2.1(d) of CSIR (Residence Allotment) Rules, 1997 as under:-

"3.2 Scientist Apartments.

The accommodation in Scientist Apartments shall be treated as transit accommodation only. Entitlement for allotment of these Apartments shall be as under:-

S.No.	Type	Entitlement
i)	Double/Three room Scientist Apartments	Scientist in Group IV drawing grade pay of Rs. 6600/- and above
ii)	Single room Scientist Apartment	Scientist in Group IV drawing grade pay of Rs. 5400/-

**Explanation** - Scientist In Group IV drawing grade pay below Rs. 6600/- may be considered for allotment of Double/Three room Scientist Apartment if Scientists drawing grade pay of Rs, 6600/- and above are not available on the date on which the apartment has fallen vacant."

"3.2.1 (d) - Technical Officers in Group III drawing grade pay of Rs.4600 and above."

The priority for allotment to CSIR Fellow under Quick Hire Scheme, Emeritus Scientists/Research Associate/Sr. Research Assistant (Pool Officers), Research Fellows and Section Officers and above in non-technical side under Rule 3.2.1 will remain the same.

As regard other types of residence, entitlement will be modified on receipt of instructions from the Govt. i.e. Directorate of Estate till such time eligibility may be decided based on existing provisions.

It is requested that the above decision may please be brought to the notice of all concerned in your Lab/Instt for information, compliance and necessary action.

*Copy of CSIR letter No. 5-1/34/2008-PD dated 7.1.2009*

(28)

**Sub:- CSIR (Residence Allotment) Rules, 1997- Reg. eligibility criteria under 6<sup>th</sup> Pay Commission.**

I am directed to invite your kind attention to Rule 3.1 of CSIR (Residence Allotment) Rules, 1997 and CSIR Circular No. CSIR (Resi. Allot) 97-Estate dated 18.1.98 and to say that in view of Ministry of Urban Development (Directorate of Estates) Notification No 12035/1/98-Policy-II dated 03.02.2009 notifying the eligibility for allotment of Government Residence after the implementation of 6th Central Pay Commission, DG, CSIR has been pleased to modify the eligibility criteria under Rule 3.1 of CSIR (Residence Allotment) Rules, 1997 for allotment of Government accommodation other than Scientists Apartments & Hostels as per the Grades Pay indicated below:-

Type of Residences	Grade Pay
I.	Rs. 1300, Rs. 1400, Rs. 1600, Rs. 1650, and Rs. 1800
II.	Rs. 1900, Rs. 2000, Rs. 2400, and Rs. 2800
III.	Rs. 4200, Rs. 4600 and Rs. 4800
IV.	Rs. 5400 to Rs. 6600
V.	Rs. 7600 to Rs. 8900
VI.	Rs. 10000
VII.	Rs. 12000 (under revision) and HAG + Scale

NOTE: Living area 189.3 to 224.5 sq meters Wherever type VII accommodations is not available in the Lab./Instts , bigger type VI accommodation may be allotted to Scientists in grade pay of Rs. 12.000/- or HAG+ scale.

It is requested that the above decision may please be brought to the notice of all concerned in your Lab./Instt. for information, compliance and necessary action.

*Copy of CSIR letter No. 5-1(34)/2008-PD dated 3.8.2009*

**(29)**

**Sub:- Amendment in CSIR (Residence Allotment) Rules, 1997 consequent upon amendment in Supplementary Rule SR-317-B5.**

I am directed to invite a reference to CSIR (Residence Allotment) Rules, 1997 and this office circular of even number dated 3<sup>rd</sup> August, 2009 and to state that consequent upon amendment in Supplementary Rule SR-317-B-5 as notified vide Directorate of Estate notification No, 12035/1/98-Policy-IIdated 21<sup>st</sup> August, 2009(GSR 128) [copy enclosed], the competent authority has decided that the priority date of employees as given under Rule 2.0(j)(i) of CSIR (Residence Allotment) Rules, 1997 in relation to a type of residence to which he/she is eligible under the provisions of Rule 3.1 may be replaced as under:-

- a. the eligibility of an officer for allotment of Council accommodation shall be determined; as per the Grade Pay of such officer in this present post held in the Council,
- b. the date of priority in respect of lower type accommodation i.e. Type-I to Type-IV shall be the date of joining in the service of the Council/Government of India, as the case may be,
- c. the inter-se seniority for the higher type accommodation shall be considered on the basis of following principles, namely:
  - i. firstly the Grade Pay of the officer;
  - ii. secondly the priority date within the same Grade Pay. In this case the priority date shall be the date from which the applicant continuously drawing his existing Grade Pay;
  - iii. where the priority date of two or more officers is the same, the inter-se seniority of the officers shall be determined on the basis of the basic pay i.e. the officers who have a higher pay shall be senior in the waiting list,

- iv. where the priority date and the basic pay of two or more officers are the same; the earlier date of joining in the service of the Council shall be the next determining principle of inter-se seniority,
- v. where the priority date, basic pay and date of joining in the service of the Council of two or more officers are the same, the officer retiring earlier may be accorded higher priority over the officer retiring later,
- d. the principle of determining the inter-se seniority of two or more officers as specified in sub-clause (ii) of clause (c) shall be implemented from the 1st January, 2010.

Further, 'Emoluments' as defined under Rule 2.0 (f) may be modified with "Grade Pay" which shall mean grade pay as defined under Rule 3 (6) of CCS(Revised Pay) Rules, 2008.

Similarly, the word 'emoluments' appearing in Explanation below Rule 2.0(f), Rule(s) 2.0 (j)(iii), 2.0(j)(v), 4.7 and 11.8 may be replaced with the word 'Grade Pay',

The aforesaid modifications shall be implemented w.e.f. 1<sup>st</sup> January, 2010.

*Copy of CSIR letter No. 5-1(34)/2008-PD dated 1.4.2010*

**(30)**

**Sub:- Allotment of Scientist Apartment at Maharani Bagh (MBSA) – reg.**

Applications are invited in the prescribed performa, from eligible employees of CSIR Hqs./CSIR Complex, IPMD, RAB, etc. for drawing the priority list – 2012 for allotment of Scientists Apartments at Maharani Bagh (MBSA) for the allotment year, 2012, commencing from 1<sup>st</sup> January, 2012. Since, Scientist Apartment is transit accommodation, an employee who owns a flat/house in Delhi or its satellite towns in his/her name or in the name of spouse or dependents is not eligible to apply for allotment. If the spouse of an employee has already been allotted accommodation by the Directorate of Estate or any other Govt. organization, such an employee shall also not be eligible to apply. Eligibility for Scientist Apartments shall be as per the pay-range as specified below.

Type of Scientist Apartments	Entitlement
Three Room Scientist Apartment (TRSA)	Employees who are drawing Grade Pay of Rs. 6600/-pm and above.
Double Room Scientist Apartment (DRSA)	Employees who are drawing Grade Pay of Rs. 6600/-pm and above.
Single Room Scientist Apartment (SRSA)	Employees who are drawing Grade Pay of Rs. 5400/-pm and above.

- \* Separate applications for Single/Double/Three room apartments may be furnished.
- \* The order of preference for allotment of Scientist Apartment shall be as follows, as per the existing rules:

1. Scientist In Gr. IV
2. Scientists appointed under Quick Hire Scheme,
3. Emeritus Sci./Research Associates/Research Fellows/Pool Officers,
4. Technical Officers (A and above) and;
5. Officers of the level of Section Officers and above from non-technical cadres.

**Note:**

1. Priority date for TRSA/DRSA/SRSA will be the earliest date from which an employee has been continuously drawing Grade pay relevant, to a particular type.
2. The employees desirous of applying for allotment of Scientist Apartment including those who had applied in the past are requested to send their applications for being included in the priority list for the year 2012. The application forms have been emailed to the all the CSIR staff & eligible officers alongwiththe prescribed proforma. The same can be downloaded online & returned to Central Office through email i.e. [housing.allotment@csir.res.in](mailto:housing.allotment@csir.res.in) as attached file latest by 12/01/2012.
3. It shall be mandatory for each employee to apply for regular allotment to the Directorate of Estates, if he/she fulfils the eligibility criteria for the same, and accept the allotment when allotted. In the event of failure to apply for General Pool Accommodation or reluctant to move to such accommodation on allotment, the allotment of Scientist Apartment shall automatically stand cancelled and penal license fee as applicable under the rules will be charged accordingly.

Allotment Proforma for allotment of Maharani Bagh Scientist Apartment (Transit)

1.	Name :	
2.	Designation:	
3.	Section/Division:	
4.	Pay Scale:	
5.	Basic Pay (as on 01/01/2011) Grade Pay and date of entrance in the Grade:	
6.	Whether Permanent / Temporary	
7.	Date of Initial appointment	
8.	Date of Joining in CSIR Hqrs.	
9.	Date of entrance in Group-IV / Date of appointment as Section Officer and above.	
10.	Date of Retirement:	
11.	Whether You / Your wife/ Your husband have been allotted any Directorate of Estate	



	accommodation, if yes, give details.	
12.	Whether You/ Your wife/ Your dependent Children have any House in Municipal area of Delhi/ New Delhi.	
13.	Accommodation applied for (SRSA/DRSA/TRSA/ ES Qtr.)	

#### Declaration

1. I agree with the terms and conditions laid down in CSIR (RA) Rules-1997 and any amendment therein.
2. I am fully aware the penalty imposed on me if any of the above information come wrong.
3. I agree to apply for Directorate of Estate accommodation immediately, on occasion of allotment will be provided by DOE MBSA accommodation will be vacated immediately.
4. I declare that my wife/husband don't have any residential accommodation provided by Directorate of Estate.

*Copy of CSIR letter No. 12-6(36)/MBSA/2011- Estate dated 26.12.2011*

(31)

**Sub:- Re-imbursement of rent to Government servants during their stay in State Bhavans/Guest Houses run by State Governments/Autonomous Organizations, etc.**

I am directed to forward herewith the following Office Memorandums issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, (DoPT), MoF, OM No. & date.	subject
1.	MoF OM No. 2(14)/2010-E.II (B) dated 15.6.2011	Re-classification of Saharnpur as "Y" class city for the purpose of House Rent Allowance – reg.
2.	a) DoPT OM No. 20011/5/2008-AIS-II dated 25.7.2011. b) DoPT OM No. 12011/07[(i)2011-Estt.(AL) dated 21.2.2012 c) DoPT OM No. 12011/07(ii)/2011-Estt.(AL) Dated 21.2.2012.	Children Education Allowance – clarifications
3.	MoF OM No. 2(25)/2004-E.II(B) dated 15.12.2011	Re-imbursement of Guest House Charge to Government servants during their stay in State

		Bhavans/Guest Houses run by State Governments/Autonomous Organizations, etc. Wherever the term 'rent' appear in this OM, the same may be read as 'Guest House Charges'.
4.	DoPT OM No. 49011/31/2008-Estt.(C) dated 23.1.2012	Recommendations of 6 <sup>th</sup> Central Pay Commission-Applicability of revised Group 'D' pay scales of Casual Labourers with Temporary Status.
5.	MoF, Deptt., Exp. OM No. 19030/6/2010-E.IV dated 10.2.2012	Concession to persons re-employed in Government Service: Payment of Travelling Allowance-reg.

*Copy of CSIR letter No. 5-1(17)/08-PD dated 27.6.2012*

No. 2(25)/2004-E.II(B) dated 15.12.2011 of Government of India, Ministry of Finance, Department of Expenditure.

The undersigned is directed to invite reference to this Ministry's O.M No. 2(39)/94-E.II(B) dated 27.10.1994 and subsequent O.M. of even number dated 19.8.2004 on the subject mentioned above, it has been represented to this Ministry that the officials who are posted to the Centre and temporarily stay in State Bhavans/Guest Houses run by the State Govt./autonomous organizations, face hardship due to non-reimbursement of the amount of the rent paid by them equal to 10% of their basic pay.

2. The matter has been considered and it has been decided that in supersession of the instructions as contained in the O.Ms, referred to above, the officials who are posted to the Centre and temporarily stay in State Bhavnas/Guest Houses run by the State Govts./autonomous organizations, may be reimbursed the amount of rent paid by them or the HRA admissible to them, whichever is less, subject to fulfilment of the following conditions.
  - a) The official has applied for accommodation of this entitlement, subject to exception of cities as specified in para 4(a)(ii) of O.M. No. 2(37)-E.II(B)/64 dated 27.11.1965 as amended from time to time but has not been, allotted residential accommodation by the Government.
  - b) the concerned Guest House should be located at the place of posting of the official; and;
  - c) the official must have stayed, in State Bhavans/Guest Houses run by the State Govt./autonomous organization and submit rent receipts in support of payment of rent.

3. The amount paid as rent in excess of admissible HRA. if any, will have to be borne by the official concerned on his Own.
4. These orders shall be effective from the date of issue.
5. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

**(32)**

**Sub:-Amendment of Rule 7.5 of CSIR (Residence Allotment) Rules, 1997 – reg.**

In pursuance of Govt. of India, Ministry of Urban Development (Order No. 13) below FR 45-A notified vide OM No. 12035/11/99-Pol.II, dated 24<sup>th</sup> July, 2003, I am directed to state that DG, CSIR in exercise of his power under Rule 1.3 of CSIR (Residence Allotment) Rules, 1997 has approved amendment to Rule 7.5 of CSIR (Residence Allotment) Rules, 1997 as under:

<b>Slab of income from the house</b>	<b>Rates of the Licence fee to be recovered</b>
if income does not exceed Rs. 12000/- p.m	Normal licence fee
if income exceeds Rs. 12000/- p.m. but does not exceed Rs. 20000/- p.m.	Double the normal Licence fee
if income exceeds Rs. 20000/- p.m.	Three times the normal licence fee

The remaining provisions of Rule 7.5 remains unchanged.

The above amendments shall be effective from 1.8.2012

It is requested that the above decision may kindly be brought to the notice of all the concerned in your Lab./Instt. for information, guidance and necessary action.

*Copy of CSIR letter No. 5-1(34)/2008-PD dated 16.8.2012*

**(33)**

**Sub:- Clarification on the admissibility of House Rent Allowance to the Central Government Employees posted at Greater Noida- reg.**

I am directed to forward herewith the following Office Memorandums issued by Government of India for information, guidance and compliance.

<b>S.No.</b>	<b>Govt. of India, MoF&amp;DoPT, OM NO. &amp; date</b>	<b>subject</b>
1.	DoPT OM No. 6/8/2009-Estt. (Pay-II) Dated 1 <sup>st</sup> March, 2011	Overstay while on deputation.

2.	DoPT OM No. 12011/04/2008-Estt.(AL) dated 26 <sup>th</sup> September, 2011.	Grant of Special Allowance for child care for women with disability.
3.	DoPT OM No. 13015/1/2011-Estt. (Leave) dated 19 <sup>th</sup> October, 2011.	Commuted Leave to a Govt. Servant who has opted out of CGHS facilities and is availing the medical facility provided by the employer of his/her spouse-clarification.
4.	DoPT OM No. 12011/07/2011-Estt.(AL) dated 23 <sup>rd</sup> May, 2012.	Children Education – Allowance/Hostel Subsidy-Clarification
5.	DoPT OM No. 12011/07/2011-Estt.(AL) dated 31 <sup>st</sup> May, 2012.	Children Education – Allowance/Hostel Subsidy-Clarification
6.	MoF, Dept. of Expenditure OM No. 21(8)/2010-E-II(B) dated 1 <sup>st</sup> August, 2012.	Payment of Transport Allowance to Central Government Employees in Faridabad, Gurgaon, Ghaziabad and Noida.
7.	DoPT Corrigendum No. 12/4/2015-JCA2 dated 3 <sup>rd</sup> August, 2012.	Holidays to be observed in Central Government Offices during the year 2012-Corrigendum.
8.	MoF, Dept. of Expenditure OM No. 2(8)/2012-E.II(B) dated 6 <sup>th</sup> August, 2012.	Clarification on the admissibility of House Rent Allowance to the Central Government Employees posted at Greater Noida-reg.

*Copy of CSIR letter No. 5-1(17)/08-PD dated 6.9.2012*

No. 2(8)/2012-E.II(B) dated 6<sup>th</sup> August, 2012 of Government of India, Ministry of Finance, Department of Expenditure.

It has been observed that, payment of HRA @ 30% of Basic Pay is being made by certain Ministries/Departments to the Central Government employees posted at Greater Noida in violation of the instructions issued by this Ministry in this regard, from time to time.

2. It is, therefore, clarified that Greater Noida was an 'Unclassified' town/place for the purpose of grant of HRA prior to 01.09.2008 and consequent upon the implementation of the recommendations of the 6th Central Pay Commission, it has been classified as 'Z' class town/place w.e.f. 01.09.2008 vide this Ministry's O.M. No.2(13)/2008-E.II(B) dated 29.08.2008 on grant of House Rent Allowance to the Central Government employees and classification of cities/towns for this purpose.
3. Financial Advisers of All Ministries/Departments are, therefore, requested to ensure the implementation of the aforesaid O.M. in letter & spirit.
4. Hindi version is also attached.

(34)

**Sub:-Withholding of 10% gratuity from the retiring Government servants-clarification regarding.**

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, DP & PW Dept. of Expenditure, OM./Instructions No. & date.	Subject
(1)	(2)	(3)
1.	DP& PW OM No. 20/16/1998-P&PW (F) dated 19 <sup>th</sup> February, 2013.	Withholding of 10% gratuity from the retiring Government servants-clarification regarding.
2.	Dept. of Exp. OM No. 1/1/2008-IC dated 22 <sup>nd</sup> May, 2013.	Grant of one increment in pre-revised pay scale – OM dated 19.3.2012 – clarification reg.

*Copy of CSIR letter No. 5-1(17)/08-PD dated 19.7.2013*

F.No. 20/16/1998-P&PW (F) dated 19<sup>th</sup> February, 2013 of Government of India, Ministry of Personnel Public Grievance and Pensions Department of Pension and Pensioners Welfare.

The undersigned is directed to say that this Department has been receiving representations from individuals and Pensioners Associations that Government Departments have been withholding 10% of the amount of gratuity from each retirees even when they had not been provided any Government accommodation.

2. The recovery and adjustment of Govt. dues from retirement gratuity is regulated under Rules 71 to 73 of the CCS (Pension) Rules, 1972, Rule (1) to (3) of Rule, 72 ibid provide for recovery of actual amount of Govt. dues in respect of Govt. accommodation from pay & allowances before retirement and from Retirement Gratuity. Sub-rule(5) of Rule 72 ibid stipulates that if, in any particular case, it is not possible for the Directorate of Estates to determine the outstanding licence fee, that Directorate shall inform the Head of Office that ten percent of gratuity may be withheld pending receipt of further information. The withheld amount of gratuity is to be paid back to government servant immediately on production of No Demand Certificate (NDC) from Dte.of Estates. Thus, if no Govt. dues in respect of Govt. accommodation are outstanding then the rules donot provide for withholding of any part of the gratuity on retirement of the Govt.servant. If no Government accommodation is allotted to a Government servant, in accordance with Dte. of Estate's OM No. 18011/5/1990-Pol-III dated 12.10.2010, if is for the Administrative Ministry to issue an NDC.

3. As regards recovery in respect of Govt. dues other than those pertaining to Govt. accommodation, the Head of Office is required to complete assessment of such dues eight months prior to the date of retirement [Rule 73(2)]. The actual amount of such dues and the dues which come to the notice subsequently and remaining outstanding are to be adjusted against the amount of retirement gratuity becoming payable to the Govt. servant on retirement. Thus, there is no provision for withholding any part of gratuity for the purpose of recovery of outstanding government dues other than those pertaining to government accommodation.

(35)

**Sub:-Withholding of 10% gratuity from the retiring Government servants-clarification regarding.**

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, DP & PW OM. No. & date.	Subject
(1)	(2)	(3)
1.	OM No. 20/16/1998-P&PW (F) dated 11.07.2013.	Withholding of 10% gratuity from the retiring Government servants-clarification regarding.
2.	OM Nos. 42/13/2012-P&PW(G) dated 24.05.2013 and dated 17.10.2013.	Grant of Dearness Relief to CPF beneficiaries in receipt of ex-gratia payment.

*Copy of CSIR letter No. 5-1(17)/08-PD dated 8.11.2013*

F.No. 20/16/1998-P&PW (F) dated 11.07.2013 of Government of India Ministry of Personnel Public Grievances and Pensions Department of Pension and Pensioners Welfare

The undersigned is directed to refer to this Department's OM of even number dated the 19<sup>th</sup> February 2013 on the above cited subject and to say that this Department is still receiving representations from individuals and Pensioners Associations that Government Departments have been withholding 10% of the amount of gratuity from retirees even when they had not been provided any Government accommodation. This is in contravention of existing instructions.

2. The recovery and adjustment of Govt. dues from retirement gratuity is regulated under Rules 71 to 73 of the CCS (Pension) Rules, 1972, Rule (1) to (3) of Rule 72 ibid provide for recovery of actual amount of Govt. dues in respect of Govt. accommodation from pay & allowances before retirement and from Retirement Gratuity. Sub rule (5) of Rule 72 ibid stipulates that if, in any particular case, it is not possible for the Directorate of Estates to determine the outstanding licence fee, that Directorate shall inform the Head of Office that ten per cent of gratuity may be withheld pending receipt of further information. Further, If no Government accommodation is allotted to a Government

servant, in accordance with Dte. of Estate's OM No. 18011/5/1990-Pol-III dated 12.10.2010, it is for the Administrative Ministry to issue an 'NDC.

3. As regards recovery in respect of 'Govt. dues' other than those pertaining to Govt. accommodation, the Head of Office is required to complete assessment of such dues eight months prior to the date of retirement [Rule 73(2)]- The actual amount of such dues and the dues which come to notice subsequently and remain outstanding are to be adjusted against the amount of retirement gratuity becoming payable to the Govt. servant on retirement.
4. it is, therefore, clear that there is no provision for withholding any part of gratuity at the time of retirement for the purpose of recovery of outstanding government dues other than those pertaining to government accommodation and the onus of timely collection of license fee is on the Directorate of Estates, if the Directorate of Estate does not specifically inform the Administrative Department of the outstanding dues and requests for withholding of 10% gratuity for the outstanding license fee, Gratuity cannot be withheld on this account. The only other circumstance under which gratuity can be withheld is in case of ongoing disciplinary proceedings against the Government servant. Thus the Pay and Accounts Officer shall not withhold any gratuity unless the Head of Office.
  - a) encloses instructions received from Directorate of Estate for withholding of 10% gratuity for outstanding license fee or
  - b) Informs of ongoing disciplinary proceedings.

These instructions are for strict compliance of all Administrative Ministries/ Departments.

5. A revised FORM 8 - form of letter to the Accounts Officer forwarding the pension papers of Government servant is also enclosed. Formal amendment in the CCS (Pension) Rules for revised Form 8 will be notified later.

(36)

**Sub:- Allotment of Scientist Apartments at Maharani Bagh (MBSA) for allotment year, 2014-reg.**

Applications are invited in the prescribed performa, from eligible employees of CSIR Hqrs./CSIR Complex, IPMD, RAB etc. for drawing the priority list- 2014 for allotment of Scientist Apartments at Maharani Bagh(MBSA) for the allotment year, 2014, commencing from 1st January, 2014. Since, Scientist Apartment is transit accommodation, an employee who owns a flat/house in Delhi or its satellite towns in his/her name or in the name of spouse or dependents is not eligible to apply for allotment, if the spouse of an employee has already been allotted accommodation by the Directorate of Estates or any other Govt.

organization, such an employee shall also not be eligible to apply. Eligibility for Scientist Apartments shall be as per the pay-range as specified below.

<b>Type of Scientist Apartments</b>	<b>Entitlement</b>
Three Room Scientist Apartment (TRSA)	Employees who are drawing Grade Pay of Rs. 6600/- pm and above.
Double Room Scientist Apartment (DRSA)	Employees who are drawing Grade Pay of Rs. 6600/- pm and above.
Single Room Scientist Apartment (SRSA)	Employees who are drawing Grade Pay of Rs. 5400/- pm and above.

\*Separate applications for Single/Double/Three room apartments may be furnished.

\*The order of preference for allotment of Scientist Apartment shall be as follows, as per the existing rules:

1. Scientist in Gr.IV
2. Scientists appointed under Quick Hire Scheme.
3. Emeritus Sci./Research Associates/Research Fellows/Pool Officers,
4. Technical Officers (A and above) and;
5. Officers of the level of Section Officers and: above from non-technical cadres.

**Note:**

1. Priority date for TRSA/DRSA/SRSA will be the earliest date from which an employee has been continuously drawing Grade pay relevant to a particular type.
2. The employees desirous of applying for allotment, of Scientist Apartment including those who had applied in the past, are requested to send their applications afresh duly recommended by the Head of their respective Divisions/Sections/Units to Central Office Administration, CSIR Hqrs, latest by 17/01/2014.
3. It shall be mandatory for each employee to apply for regular allotment to the Directorate of Estates, if he/she fulfils the eligibility criteria for the same, and accept the allotment when allotted. In the event of failure to apply for General Pool Accommodation or reluctant to move to such accommodation on allotment, the allotment of Scientist Apartment shall automatically stand cancelled and penal license fee as applicable under the rules will be charged accordingly.

*Copy of CSIR letter No. 12-6(36)/MBSA/2010-Estate dated 3.1.2014*



(37)

**Sub:-Revision of flat rate of licence fee for General Pool Residential Accommodation (GPRA) throughout the country.**

In terms of SR- 324(1) the Government has decided to revise the flat rates of licencefee recoverable for the residential accommodation available in General Pool and also in Departmental Pools of Ministries Departments of the Government of India throughout the country (except in respect of substandard unclassified accommodation of Ministry of Defence, accommodation for service personnel of the Ministry of Defence and accommodation under the control of Ministry of Railway), as shown in the Annexure.

2. The revised rates of licence fee would be effective from 1<sup>st</sup> July, 2013. All Ministries/Departments are requested to take action to recover the revised licence fee in accordance with these orders in respect of accommodation under their control all over the country.

3. This issues with the concurrence of Integrated Finance Wing of the Ministry of Urban Development under its Diary No. 440 (7C) FD-13 dated 19.9.2013.

*Copy of CSIR letter No. 12-28(1)/2011-Estate dated 9.1.2014*

ANNEXURE

OM No. 18011/1/2013-Pol-III dated 21<sup>st</sup> November, 2013

Revised flat rates of licence fee applicable for General Pool Residential Accommodation (GPRA) throughout the country w.e.f. 1.7.2013

S.No.	Type of Accommodation	Range of having area on Sq. mtr.	Existing flat rates of licence fee per month w.e.f. 1.7.2010	Revised flat rates of licence fee per month w.e.f. 1.7.2013	Remarks
1.	I	Upto 30/-	Rs. 40/-	Rs. 50/-	Quarters sharing toilet facilities meant for more than two quarters
2.	I	-do-	Rs. 50/-	Rs. 60/-	Quarters sharing toilet facilities meant for more than two quarters
3.	I	-do-	Rs. 95/-	Rs. 115/-	Old Quarters with plinth area less than 300 spft.
4.	I	-do-	Rs. 115/-	Rs. 135/-	Old Quarters with Plinth area of 300 sq ft. or more.

5.	II	26.5 to 40	Rs. 205/-	Rs. 245/-	
6.	II	41 to 50	Rs.260/-	Rs. 310/-	
7.	III	44 to 55	Rs.310/-	Rs. 370/-	
8.	III	56 to 65	Rs.380/-	Rs. 450/-	
9.	IV	59 to 75	Rs.420/-	Rs. 500/-	
10.	IV	76 to 91.5	Rs.525/-	Rs. 625/-	
11.	V(A) (also called D- (II))	Upto 106	Rs.740/-	Rs. 875/-	
12.	V(B) (also called D- (I))	Beyond 106	Rs.900/-	Rs.1065/-	
13.	VI(B) (also called C- (II))	Upto 159.5	Rs.1100/-	Rs.1305/-	
14.	VI(B) (also called C- (I))	Beyond 159.5	Rs.1320/-	Rs. 1565/-	
15.	VII (also called E- (II))	189.5 to 224.5	Rs.1550/-	Rs.1835/-	
16.	VIII (also called E- (III))	243 to 350	Rs.2220/-	Rs.2630/-	
17.	VIII (also called E(III))	350.5 to 522	Rs.3270/-	Rs. 3875/-	

ANNEXURE

OM No. 18011/1/2013-Pol-III dated 21<sup>st</sup> November, 2013

Revised flat rates of licence fee applicable for General Pool Residential Accommodation  
(GPRA) throughout the country w.e.f. 1.7.2013

For Servant Quarter & Garages

Sl.No.	Particulars	Existing Rates (p.m)	Revised rates (p.m)
1.	Servant Quarters	Rs. 50/-	Rs. 60/-
2.	Garages	Rs. 30/-	Rs. 35/-

For HOSTEL ACCOMMODATION

S.No.	Category of Suite	Living Area(Sq.mt.)	Existing rates	Revised Rates per month w.e.f. 1.7.2013
1.	Single Room (Without Kitchen)	21.5 to 30	280	Rs. 335/-

2.	Single Room (With Kitchen)	30.5 to 39.5	400/-	Rs. 475/-
3.	Double Room	47.5 to 60	550/-	Rs. 650/-

Note:- In addition a flat rate of Rs. 60/- p.m. to be recovered for Servant Quarter and Rs. 35/- for garages allotted independently of the regular accommodation.

(38)

**Subject:- Withholding of 10% gratuity from the retiring Government servants-clarification-reg.**

With reference to CSIR circular letter No. 5-1(17)/2008-PD dated 8.11.2013 endorsing Dept. of Pension & Pensioners Welfare DM No. 20/16/1998-P&PW(F) dated 11.07.2013, I am directed to clarify with the concurrence of Finance, CSIR that DP&PW OM dated 11-07-2013 is applicable to those who have been allotted accommodation by Directorate of Estate only.

*Copy of CSIR letter No. 5-1(34)/08-PD dated 25.4.2014*

(39)

**Sub:-Application for regulars allotment to Directorate of Estate for each allottee of Maharani Bagh Sc. Apartment under Hqrs. Quota.**

As per clause 3.2 of CSIR (RA) Rules, "1997, the Scientist Apartments are transit accommodation, Further, clause 3.4 of the ibid Rules inter-alia stipulates that the names of the allottees of these apartments shall be automatically put on the priority list of the entitled type of residences for allotment. Thus, it shall be mandatory for each allottee of Maharani Bagh Scientist Apartment under CSIR Headquarter Quota, to apply for regular allotment to the Directorate of Estates (DoE), if he/she fulfils the eligibility criteria for the same, and accept the allotment when allotted, in the event of failure to apply for General Pool Accommodation or reluctance to move to such accommodation on allotment, the allotment of Scientist Apartment shall automatically stand cancelled and penal license-fee as applicable under the rules will be charged accordingly.

In view of above all allottees of the Scientist Apartments at Maharani Bagh under CSIR Hqrs quota are hereby directed to submit their Registration nos. allotted by Directorate of Estate (DOE) in support of their having applied for regular accommodation with DOE, latest by 11/07/2014 in Central Office (Administration).

*Copy of CSIR letter No. 12-6(36)/MBSA/2014-Estate dated 23.6.2014*

(40)

**Sub:- Revised guidelines for lodging charges for CSIR Guest House.**

In supersession of the earlier orders Issued on lodging charges for CSIR Guest Houses, DGCSIR has been pleased to approve the revised rates of guest house charges for all CSIR National labs/Instts. as follows :-

Sr. No.	Category of Guest	Existing Rates per bed		Revised Rates per bed	
		AC	Non AC	AC	Non AC
1(a)	CSIR Employees, Pensioners and their dependent Family members	25	20	50	40
1(a)	Project Fellows, JRF/SRF/RA, Research Students, Scholars working in CSIR Labs/Hqrs.	50	40	100	80
2.	Non-dependent members of CSIR employees/ pensioners , Non official/ Expert members invited for CSIR work	50	40	100	80
3.	Non CSIR/ Other Guests	250	-	300	250
4.	NRI/ Foreign Guests	500	-	1000	800

DG, CSIR has further approved that:-

- (i) All CSIR Guest Houses at Hqrs. and Labs./Instts should charge uniform rate with no differentiation in rates for Metros and non-Metropolitan cities.
- (ii) The charges will vary if booking is required on single or sharing basis subject to availability of accommodation.
- (iii) The accommodation will be booked for a maximum period of seven days subject to availability. Beyond seven days the rates will be doubled for that category for a maximum period of 30 days.
- (iv) The officers/ staff of CSIR and Labs/Instts. on official duties for training, internal audit and on temporary assignment to the Institute / Lab may be permitted to stay beyond seven days but for a maximum period of 30 days.

- (v) In no case the guests will be allowed to stay beyond 30 days. Officers/employees of CSIR on transfer allowed to stay in Guest House (subject to availability of accommodation) beyond 30 days will not be eligible to draw HRA during the stay in Guest House.
- (vi) However, he/she can be allowed reimbursement of Guest House charges above the amount of licence fee applicable to regular accommodation of their entitlement.
- (vii) The check out time would be taken as 12 noon by all Labs/Instts. uniformly.
- (viii) The rates will be applicable uniformly across all CSIR Labs./Instts in supersession of all previous orders issued by CSIR Laboratories/Instts.

The above revision of rates for Guest Houses of CSIR and its Labs/Instts is effective from 1st September, 2014.

*Copy of CSIR letter No. 8-13(1)2014-Gen dated 7.8.2014*

**(41)**

**Sub:-Period of retention of General Pool accommodation on retirement of allottees - Reg.**

I am directed to forward herewith the following Office Memorandum issued by Government of India for information, guidance and compliance:-

S.No.	Office Memorandum No.	Subject
1.	Ministry of Urban Development, Director of Estates OM No. 12035/28/96- Pol.II (Vol.II) dated 31 <sup>st</sup> July, 2013.	Period of retention of General Pool accommodation on retirement of allottees.

*Copy of CSIR letter No. 5-1(17)/08-PD dated 9.10.2014*

F.No. 12035/28/96- Pol.II (Vol.II) dated 31<sup>st</sup> July, 2013 of Government of India, Ministry of Urban Development, Director of Estates.

Consequent upon amendment in Supplementary Rules 317-B-11 and 317-B-22 of Allotment of Government Residences (General Pool in Delhi) Rules, 1963 vide Notification of even number dated 19.6.2013, the permissible period of retention of General Pool accommodation to the allottees who retire on or after 23.4.2013, is as under:-

- a) In cases of accommodation allotted prior to 1.7.2013: 2 months on normal licence fee, another 2 months on double of the normal licence fee another 2

months on 4 times of the normal licence fee and subsequent 2 months on six times of the normal licence fee.

- b) In cases of accommodation allotted on or after 1.7.2013: 2 months on normal licence fee, another 2 months on double of the normal licence fee and further 2 months on four times of the normal licence fee.

2. it is clarified that the period of retention of 8/6 months, as the case may be, shall be admissible to the allottees, who retire on or after 23.4.2013, automatically at one go without any request or production of certificate by the allottees. The allotment of the General Pool accommodation occupied by the retiring allottees shall be cancelled by Directorate of Estates after allowing a retention of 8/6 months as the case may be. Simultaneously, the allottees, however, shall have an option to vacate the accommodation anytime during the retention period.

3. The retiring allottees shall request their DDOs to deduct the licence fee in respect of the accommodation occupied by them for the period they want to retain the same from their last pay bill and to remit the same online to Directorate of Estates. In case it is not deducted by DDOs, the allottees shall deposit the licence fee in the Directorate of Estates within one month after their date of retirement.

(42)

**Sub:- Revision of rates of damages for unauthorized occupation of General Pool Residential Accommodation in metropolitan cities of India - Endorsement thereof in CSIR - reg.**

I am directed to forward herewith the Ministry of Urban Development OM No. 18011/2/2006-Pol.III dated 4th June, 2013 on the subject 'Revision of rates of damages for unauthorized occupation of General Pool Residential Accommodation in metropolitan cities of India' for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(17)/2008-PD dated 11.11.2014*

F.No. 18011/2/2006-Pol.III dated 4<sup>th</sup> June, 2013 of Government of India, Ministry of Urban Development, Directorate of Estate.

The undersigned is directed to refer to this Directorate O.M of even number dated 6<sup>th</sup> December 2012 notifying the revised rates of damages to be chargeable from unauthorized occupants of General Pool Residential Accommodation (GPRA) from 1<sup>st</sup> January 2013. The revised rates were different for Central and Non-Central localities as well as for higher and lower types at the same station. It was also noticed that for some categories, the revised rates were very high in some cases, even more than the basic pay of

the eligible officers. The rates revised vide above – said OM have been reviewed on receipt of feed-back from the allottees and it is felt that the concept of Central/Non-Central area at the same station is discriminatory and should be done away with.

2. In view of above, it has been decided to revise the rates of damages notified vide OM dated 6<sup>th</sup> December 2012, as per Annexure at a uniform rate of 55 times of normal rate of licence fee in respect of Type-VII and Type-VII, 50 times of the normal rate licence fee respect of Type-IV(Spl.) to Type-VI and 40 times of the normal rate of licence fee in respect of Type-I to Type-IV categories of accommodation irrespective of the Central/Non-Central area in all metropolitan cities except Mumbai for which separate rates have been given in the Annexure.

3. The revised rates being notified vide this OM shall be effective from 1<sup>st</sup> January 2013 and will be valid till 31.3.2014 or till further orders. The rates of damages will automatically get revised as and when the rate of normal licence fee under FR 45-A is revised. In cases, where higher rates have been charged between 1<sup>st</sup> January 2013 till notification of new rates, the same may be adjusted/refunded.

4. In respect of other departmental pools of accommodation in Delhi/other stations, the rates of damages prescribed for GPRA shall be adopted by such other Ministries/Departments. Similar rates of damages are to be worked out by the CPWD for other stations wherever GPRA is available and the rates so worked out are to be adopted for recovery of damages in respect of GPRA as well as departmental pool of accommodation at these station. Where there is no GPRA, the concerned Ministry/Department have to get suitable unit rate worked out by the CPWD local PWD.

5. This issues with the concurrence of Integrated Finance Wing of the Urban Development under its Diary No. 169/US(D-IV)/FD/13 dated 31.5.2013.

6. This supersedes this Directorate’s OM of even number dated 6<sup>th</sup> December, 2012.

Annexure to Directorate of Estates OM No. 18011/12/2006-Pol. III dated 4<sup>th</sup> June, 2013

(i) Rates of Damages for Type-I to Type-VIII of GPRA and Hostel accommodation

Metropolitan City	Type of Accommodation	Damages Rates applicable prior to 1.1.2013 (Notification vide Directorate’s OM No. 18011/2/2002-Pol.III dated 25.11.2004) (Per sq meter per month)	Revised Rates w.e.f. 1.1.2013 (In multiples of licence fee)
Delhi	(i) Type-I to Type-IV	Rs. 175	40 Times

	(ii)	Type-IV(Spl.) to Type-VI and above and Hostel	Rs. 255	50 Times
	(iii)	Type-VII and Type-VIII		55 Times
Kolkata	(i)	Type-I to Type-IV	Rs. 125	40 Times
	(ii)	Type-V and above and Hostel	Rs. 185	50 Times
Chennai	(i)	Type-I to Type-IV	Rs. 140	40 Times
	(ii)	Type-V and above and Hostel	Rs. 165	50 Times
Hyderabad	(i)	Type-I to Type-IV	Rs. 175	40 Times
	(ii)	Type-V and above and Hostel	Rs. 255	50 Times
Mumbai				
a) At Hyderabad Estate, Belvedere, Pedder Road, B.D. Road, Malabar Hill, Colaha and Prabhadevi	(i)	Type-V and above and Hostel	Rs. 750	120 Times
b) Rest of Mumbai including Hostel at Antop Hill	(ii)	Type-I to Type-V and Hostel	Rs. 230	50 Times

(ii) Rates of Damages for Servant quarters and Garages allotted independent of the regular accommodation/hostel

S.NO	Type of Accommodation	Damages Rates applicable prior to 1.1.2013 (Per sq meter per month)	Revised Rates w.e.f. 1.1.2013 (In multiples of licence fee)
1.	Servant Quarters	Rs. 255	50 Times
2.	Garages	Rs. 255	50 Times



(43)

**Sub:- Allotment of Scientists Apartments – reg.**

Applications are invited in the prescribed Performa, from eligible employees of CSIR Hqrs./CSIR Complex, IPMD, RAB etc. for drawing the priority list- 2015 for allotment of Scientist Apartments at Maharani Bagh (MBSA) for the allotment year, 2015, commencing from 1<sup>st</sup> January, 2015. Since, Scientist Apartment is transit accommodation, an employee who owns a flat/house in Delhi or its satellite towns in his/her name or in the name of spouse or dependents is not eligible to apply for allotment, If the spouse of an employee has already been allotted accommodation by the Directorate of Estates or any other Govt. organization, such an employee shall also not be eligible to apply, Eligibility for Scientist Apartments shall be as per the pay-range as specified below.

Type of Scientist Apartment	Entitlement
Three Room Scientist Apartment (TRSA)	Employees who are drawing Grade Pay of Rs. 6600/- pm and above
Double Room Scientist Apartment (DRSA)	Employees who are drawing Grade Pay of Rs. 6600/- pm and above.
Single Room Scientist Apartment (SRSA)	Employees who are drawing Grade Pay of Rs. 5400/- pm and above.

\* Separate applications for Single/Double/Three room apartments may be furnished.

\* The order of preference for allotment of Scientist Apartment shall be as follows, as per the existing rules:

1. Scientist in Gr.IV
2. Scientists appointed under Quick Hire Scheme,
3. Emeritus Sci./Research Associates/Research Fellows/Pool Officers,
4. Technical Officers (A and above) and;
5. Officers of the level of Section Officers and above from non-technical cadres.

**Note:**

1. Priority date for TRSA/DRSA/SRSA will be the earliest date from which an employee has been continuously drawing Grade pay relevant to a particular type.
2. The employees desirous of applying for allotment of Scientist Apartment including those who had applied in the past, are requested to send their applications afresh duly recommended by the Head of their respective Divisions/Sections/Units to Central Office Administration, CSIR Hqrs. latest by 23/01/2015.
3. Since this is transit accommodation, it will be mandatory on the part of the allottee/eligible staff members to apply for Directorate of Estate Accommodation

online every month provided he/she fulfils the eligibility criteria. In the event of failure to apply for General Pool Accommodation or reluctant to move to such accommodation on allotment, the allotment of Scientist Apartment shall automatically stand cancelled and penal license fee as applicable under the rules will be charged accordingly.

1.	Name:	
2.	Designation:	
3.	Section/Division:	
4.	Pay Band:	
5.	Pay in the Pay Band (as on 1/1/2015) Date of Present Grade Pay:	
6.	Temporary/Permanent:	
7.	Date of Initial appointment:	
8.	Date of posting in CSIR Hqrs.:	
9.	Date of appointment in Group IV/Section Officer and above :	
10.	Date of Retirement	
11.	Directorate of Estate Registration Number :	

*Copy of CSIR OM No. 12-6(36)/MBSA/2015-Estates dated 31.12.2014*

**(44)**

**Sub:- Period of retention of General Pool accommodation on retirement of allottees – Reg.**

Attention is drawn to this office letter No. 5-1(17)/08-PD dated 9.10.2014 endorsing GoI, Directorate of Estate OM No. 12035/28/96-PoL.II(Vol.II) dated 31.7.2013 on the subject cited above. The matter has been considered by the Director General, CSIR and position is clarified as under.

“That the GO, Directorate of Estate OM dated 31.7.2013 as adopted by CSIR vide endorsement dated 9.10.2014 referred to above is applicable only in cases of General Pool accommodation allotted to CSIR employees by Directorate of Estate and not for Council accommodation. The same cannot be made automatically applicable on Council accommodation until and unless Rule 17.1 of CSIR (Residence Allotment) Rules, 1997 is modified by DG, CSIR in terms of Rule 1.3 of the said rules and the same cannot be made applicable retrospectively.”

*Copy of CSIR letter No. 4-8(1)/Estate/E.II dated 11.6.2015*