

FREQUENTLY ASKED QUESTIONS

I. ELIGIBILITY AND ENTITLEMENTS

1. What is General Pool Residential Accommodation?

General Pool Residential Accommodation [GPRA] means Central Government residential accommodations under the administrative control of the Directorate of Estates in Delhi and at 31 stations outside Delhi like Kolkata, Mumbai, Chennai, Chandigarh etc. Allotment of GPRA is governed as per provisions of the Allotment of Government Residences (General Pool in Delhi) Rules, 1963 and executive instructions issued there under from time to time.

2. Who is eligible to apply?

All Central Government employees and the employees working under the Government of NCT of Delhi, who are working in the offices, which have been specifically declared eligible for General Pool, are entitled for allotment of accommodation from General Pool.

3. What is eligible zone for applying GPRA?

The entire area of NCT of Delhi is eligible zone for allotment of GPRA in Delhi. For other cities, the city limits of a particular city or area declared by the regional offices of the Directorate of Estates or CPWD is considered for allotment.

4. How is the eligibility decided for GPRA in case of different Central Government offices within Delhi?

The eligibility criteria for Central Government offices located within Delhi for the purpose of General Pool Residential Accommodation are as under:

- (a) their location in Delhi has been approved by the Cabinet Committee on Accommodation (CCA)
- (b) they are a part and parcel of the Secretariat of a Ministry or an attached / subordinate office of a Ministry / Department of the Government of India
- (c) their staff is paid from the Consolidated Fund of India
- (d) they have not got any separate pool of accommodation for their staff and
- (e) they are situated within the boundary of the Government of NCT of Delhi.

The proposal should cover the points mentioned above and should be forwarded to this Directorate with the approval of the Joint Secretary or an officer of equal status in the Ministry concerned.

5. How is the eligibility decided for GPRA / GPOA in case of different Central Government offices located in places other than Delhi?

Proposals for location or otherwise of offices in Faridabad and Ghaziabad should be approved by the Cabinet Committee on Accommodation (CCA) as in cases of offices located in Delhi.

Proposals for location of offices in Kolkata, Mumbai, Chennai etc. (i.e. such places other than Delhi, Ghaziabad and Faridabad where general pool accommodation exists) should be forwarded to this Directorate with the approval of Joint Secretary or an officer of equal status in the Ministry concerned. The proposal should contain the following information:

- (a) Status of the office i.e. whether attached or subordinate office or public sector undertaking or autonomous organization
- (b) Source from which the officers and staff will be paid i.e. from the Consolidated Fund of India or otherwise
- (c) Whether the office will be within the municipal limits of the city or the town
- (d) The total strength of the proposed office
- (e) Whether the officers and staff are eligible for residential accommodation from any other pool.

5. Whether the employees and officers of offices having Departmental residential accommodation are also eligible for general pool residential accommodation or not?

The employees and officers of offices having Departmental residential accommodation are also eligible for general pool residential accommodation. However, to avail GPRA they have to submit a certificate from their office stating that '*no junior to the applicant has been given in turn*' allotment from the Departmental Pool. Certificates which do not specifically mention the preceding term will not be accepted.

6. What are the entitlements for various types of residential accommodation?

The General Pool Residential Accommodation has been classified in 11 categories (excluding Hostel accommodation) as per Rule 317 B-5. The entitlement of an applicant for a particular type is determined with reference to the Grade Pay / Basic Pay drawn by the applicant in his/her present post held in the Government of India at the time of application.

The eligibility Grade Pay / Basic Pay for entitlement of various types of accommodation is as under:

Type of Residences	Grade Pay/Basic Pay [Rs.]
(1)	(2)
I	1300, 1400, 1600, 1650 and 1800
II	1900, 2000, 2400 and 2800
III	4200, 4600 and 4800
IV	5400 to 6600
IV(SPL)	6600
V-A [D-II]	7600 and 8000
V-B [D-I]	8700 and 8900
VI-A [C-II]	10000
VI-B [C-I]	67000 to 74999
VII	75000 to 79999
VIII	80000 and above

HOSTEL ACCOMMODATION

Type of Hostel	Category of Officer or his Grade Pay as on such date as may be specified by the Central Government for the purpose
Single Suite (without kitchen)	Rs.4200 and above
Single Suite (with Kitchen)	Rs.4200 and above
Double Suite	Rs.5400 and above
Working Girl Hostel	All Lady Officers without limit of emolument shall be eligible

7. What is the date of priority or inter-se seniority for lower types of accommodation (Type I to IV)

Date of priority in respect of lower type accommodation i.e. Type-I to Type-IV shall be the date of joining the service in the Government of India.

8. What is the date of priority or inter-se seniority for higher types of accommodation (Type IV(Special) to VI)

The date of priority or inter-se seniority for the higher types of accommodation for initial and change allotment is based on the following principles:

- (i) Firstly the Grade Pay of the Officer;
- (ii) Secondly the priority dates 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 officer 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 Government of India shall be the next determining principle of inter-se seniority.
- (v) where the priority date, basic pay and the date of joining in the service of the Government of India of two or more officers are the same, the officers retiring earlier may be accorded higher priority over the officer retiring later.
- (vi) where Type-V and Type VI accommodation has not been classified as Type V-A and type V-B and type-VI-A and type-VI-B respectively, all the officers eligible for type -V shall be grouped together and similarly those eligible for type -VI shall also be grouped together,
- (vii) in the case of Secretaries to the Government of India and Additional Secretaries to the Government of India, the date of joining in the Government of India at Delhi shall determine their inter-se seniority subject to condition that no junior batch officer of the same service shall get priority over his senior batch officer. Where the date of joining is the same, the date of retirement shall determine their inter-se seniority on the principle that the earlier date of joining the Government of India, irrespective of the place of posting and service/batch seniority, shall determine the inter-se seniority.

- (viii) Officers eligible for Type V and above accommodation may also apply for accommodation below their entitlement but not below Type IV(Special). However, officers entitled for Type V A and Type IV(Special) may apply for Type IV accommodation.

II. ALLOTMENTS

9. What is the general procedure for allotment of General Pool Residential Accommodation (GPRA)?

Allotments are made to allottees based on a 'UNIFIED WAITING LIST' for particular type of accommodation. In this 'Unified Waiting List', the applicants applied for initial as well as change of accommodation are clubbed together and allotments are made based on their date of priority or inter-se seniority as applicable. Two allotments are made to an applicant in each type of accommodation, i.e., initial and change.

9. How to apply for GPRA in Delhi?

Applications for allotment of houses are accepted 'Online' only.

- The applicants should apply 'ONLINE' through 'AUTOMATED SYSTEM OF ALLOTMENT' [ASA] for entitled type of accommodation as per SR 317-B-5 [see ENTITLEMENTS AND ELIGIBILITIES – Q. NO. 6] in DE-2 Form on the website of the Directorate of Estates after regular appointment / joining on transfer at the place of posting in the Ministries / Departments / offices of the Government of India and other organisations, declared eligible for GPRA.
- Applicants are required to fill up login ID request form in the Automated System of Allotment in e-Awas of website of the Directorate of Estates (www.gpra.nic.in / www.estates.nic.in).
- On filling up of this form an ID and a password are generated and displayed on screen and subsequently is sent to the applicant through email or SMS.
- Using this login ID and Password, an applicant shall log into his account and fills up the DE-2 Form.
- Administrative Division of all eligible offices for general pool residential accommodation in Delhi shall verify online DE-2 Form of the applicant of their office online in e-Awas.
- On acceptance of DE-2 Form by Directorate online during a month, the applicant will be included in the waiting list of next month for all eligible types of accommodation.
- The applications received up to the last day of the month are included in the Waiting List of the subsequent month.
- The applicant may submit online his/her preferences of houses in e-Awas and make required changes in his/her preferences/choices etc., as and when required, online.
- After allotment of accommodation is made to an individual during a month, the allotment letters will be received by the allottees online and individual allottee shall submit his

acceptance online within a period of 8 days by filling up of the Acceptance Form available in e-Awas.

- On verification and acceptance of the Acceptance Form of the allottee by the eligible office, an authority slip and a licence fee bill will be generated automatically, which will go online to the allottee, concerned Service Centre of CPWD, DDO etc.
- On physical occupation of the allotted accommodation by the allottee, a revised licence fee bill will be automatically generated and send online to the account of the allottee, DDO of the concerned office etc.

[A flow-chart of the procedure may kindly be seen at Annexure-I].

10. How to apply for GPRA in other places than Delhi?

Applications for allotment of houses accepted 'Online' only.

- The applicants should apply 'ONLINE' through 'AUTOMATED SYSTEM OF ALLOTMENT' [ASA] for entitled type of accommodation as per SR 317-B-5 [see ENTITLEMENTS AND ELIGIBILITIES – Q. NO. 6] in DE-2 Form, for the cities where 'ASA' is available on the website of the Directorate of Estates after regular appointment / joining on transfer at the place of posting in the Ministries / Departments / offices of the Government of India and other organisations, declared eligible for GPRA.
- Applicants are required to fill up login ID request form in the Automated System of Allotment in e-Awas of website of the Directorate of Estates (www.gpra.nic.in / www.estates.nic.in).
- On filling up of this form an ID and a password are generated and displayed on screen and subsequently is sent to the applicant through email or SMS.
- Using this login ID and Password, an applicant shall log into his account and fill up the DE-2 Form.
- Thereafter, the applicants are requested to take a print out and get it duly forwarded by their office, and submit it to the Directorate of Estates.
- After submission of DE-2 Form, the applicant's account is activated and he/she is included in the waiting list for submitting online preferences of houses in e-Awas and make required changes in his/her preferences/choices etc., as and when required, online. The applications received up to the last day of the month are included in the Waiting List of the subsequent month.

[Online services for verification and acceptance of DE-2 Form, acceptance of allotment, issue of Authority Slip and Licence Fee bills (First and Revised) in e-Awas in respect of General Pool Residential Accommodation by the eligible offices for General Pool Residential Accommodation in other places will be introduced soon]

11. Is Aadhaar number compulsory for applying for GPRA?

Yes.

12. How allotment letter and authority slip to get an accommodation are issued and where to get it?

From 1st March, 2015 (March, 2015 Allotment Cycle) onwards, after allotment of accommodation is made to an individual during a month, the allotment letters will be received by the allottees online and individual allottee shall submit his acceptance online by filling up of the Acceptance Form available in e-Awas. On verification and acceptance of the Acceptance Form of the allottee by the eligible office, an authority slip and a licence fee bill will be generated automatically, which will go online to the allottee, concerned Service Centre of CPWD, DDO etc. On receipt of Physical Occupation Report of the allotted accommodation by the allottee, a revised licence fee bill will be automatically generated and send online to the account of the allottee, DDO of the concerned office etc.

13. While taking possession of the flat from the CPWD Service Centre, what precautions should be taken?

- (a) The allottee should count each and every item of fitting/furnishing provided in the flat to avoid inconvenience at later stage.
- (b) Each deficiency should be brought out to the notice of the CPWD staff under acknowledgement.
- (c) He should put his own lock in the house.
- (d) He should obtain Physical Occupation Report, duly signed by him and the Junior Engineer, CPWD.
- (e) He should approach MCD/NDMC/Electricity/PNG authority concerned to secure water, electricity and gas connections for the allotted house.
- (f) Rent shall be charged from the date of occupation of the accommodation or the 8th day from the date of the allotment letter, whichever is earlier. However, licence fee shall be charged from the date of handing of the accommodation to the allottee in cases where the CPWD certifies that accommodation was not fit for occupation and as a result thereof the officer could not occupy the accommodation within the prescribed period.

14. What is the procedure for change of accommodation?

The application for change of accommodation is entertained in the same type only. Only one change is permissible in a particular type of accommodation. The allottee desirous of change is required to submit an application 'Online' in the prescribed form and hard copy of the application duly forwarded by his/her office shall be submitted to IFC, Directorate of Estates, Nirman Bhavan, New Delhi or to the concerned Regional Offices at various places in India. The ASA will be updated every month and the applicant may be able to give preferences for areas 'Online' during the bidding period for particular type of accommodation subject to availability.

15. Vacation of previous accommodation on acceptance of change allotment

On receipt of allotment letter for change of accommodation, the allottee is required to convey his acceptance within a period of 8 days from the date of issue of the allotment letter and to vacate the previous accommodation in his possession within a period of 15 days from the date of occupation of the new accommodation.

Failure to vacate the previous accommodation within the prescribed period results in cancellation of allotment with penal consequences such as charging of damages, cancellation of allotment, eviction proceedings under the Public Premises Act.

In certain cases of double occupation, allotment of both the houses is liable to be cancelled.

16. Can an applicant seek reconsideration of allotment offered?

In cases where the officer concerned is not in a position to accept the offer by due date on account of his being on leave, tour, etc. the request for reconsideration of allotment is entertained by the Directorate of Estates, provided the reasons for reconsideration are duly authenticated by the department concerned. However, the application for reconsideration should reach the Directorate of Estates well before start of the next cycle of bidding process.

17. How allotments of Type VII and VIII General Pool accommodation are made?

The general pool of Type VII and VIII accommodation are allotted by Hon'ble Minister of Urban Development keeping in view the functional necessity, criticality/sensitivity of the post held.

DE-2 Form (Application Form) for allotment of Type VII and VIII bungalows are accepted 'Online' only. The applicants should apply 'ONLINE' through 'AUTOMATED SYSTEM OF ALLOTMENT' [ASA] for entitled type of accommodation as per SR 317-B-5 (as discussed in Q.6 above) for the cities where 'ASA' is available on the website of the Directorate of Estates after regular appointment / joining on transfer at the place of posting in the Ministries / Departments / offices of the Government of India and other organisations, declared eligible for GPRA.

All applicants are required to fill up login ID request form in the Automated System of Allotment in e-Awas of website of the Directorate of Estates (www.gpra.nic.in / www.estates.nic.in). On filling up of this form an ID and a password are generated and displayed on screen and subsequently is sent to the applicant through email or SMS. Using this login ID and Password, an applicant shall log into his account and fill up DE-2 Form. Thereafter, the applicants are requested to take a print out and get it duly forwarded by their office, and submit it to the Directorate of Estates. After submission of DE-2 Form, the applicant's account is activated and he/she is included in the List for allotment.

The applications received up to the last day of the month are included in the List of the subsequent month.

18. The Schedule of vacancies, bidding and allotment in a month for various types of accommodation in Delhi

Type of accommodation	Period of vacancies included for ensuing bidding	Period of online bidding in a month	Allotment date in a month
I	Upto 15 th of current month	16 th to 27 th	28 th
II	Upto 15 th of current month	16 th to 26 th	27 th
III	Upto 15 th of current month	16 th to 25 th	26 th
IV	Upto 15 th of current month	16 th to 24 th	25 th
IV (Special)	Upto last day of previous month	1 st to 9 th	10 th
V A	Upto last day of previous month	1 st to 9 th	10 th
V B	Upto last day of previous month	1 st to 9 th	10 th
VI A	Upto last day of previous month	1 st to 9 th	10 th
VI B	Upto last day of previous month	1 st to 9 th	10 th
Double Suite Hostel	Upto last day of previous month	1 st to 9 th	10 th
Single Suite Hostel with Kitchen	Upto last day of previous month	1 st to 9 th	10 th
Single Suite Hostel	Upto last day of previous month	1 st to 9 th	10 th

ALLOTMENT SCHEDULE OF GENERAL POOL RESIDENTIAL ACCOMMODATION

IN REGION

Type of accommodation	Period of vacancies included for ensuing bidding	Period of online bidding in a month	Allotment date in a month
I	Upto last day of previous month	5 th to 14 th	15 th
II	Upto last day of previous month	5 th to 14 th	15 th
III	Upto last day of previous month	5 th to 14 th	15 th
IV	Upto last day of previous month	5 th to 14 th	15 th
IV (Special)	Upto last day of previous month	5 th to 14 th	15 th
V	Upto last day of previous month	5 th to 14 th	15 th
VI	Upto last day of previous month	5 th to 14 th	15 th
Double Suite Hostel	Upto last day of previous month	5 th to 14 th	15 th
Single Suite Hostel with Kitchen	Upto last day of previous month	5 th to 14 th	15 th

Applicants may revise/modify their choices/preferences for the houses as many times necessary within the bidding period and allotment shall be made to the applicants who have exercised preferences/choices till 5.00 P.M. of the last day of bidding date.

The applicants should visit the houses available for bidding in ASA before submission of their preferences for houses, which they are bidding for.

Allotments will be made every month to the applicants based on date of priority for Types I to IV or based on inter-se seniority for Types IV(Special) to VI (B) for the houses chosen.

19. Can the house be accepted technically and then application for change of quarter can be made?

The concept of technical acceptance has been done away with after introduction of Automated System of Allotment.

The applicants will have to necessarily accept the house allotted to them. In the event of non-acceptance, the applicant will be debarred for further allotment for a period of three months. In case of non-acceptance of change allotment, the allottee will not be eligible for another change.

20. How are Waiting Lists prepared?

Waiting List for Type I to IV accommodation

A Unified waiting list for change as well as for initial allotment of same type accommodation is prepared based on the date of priority i.e. date of joining the service in the Government of India.

Waiting List for Type IV(Special) and above types of accommodation

The Waiting List for Type-IV(Spl) and above types of accommodation is prepared based on the factors mentioned in answer to question No.8.

Preparation of Waiting List for Type VI B [C-I]

Waiting list for Type VI B [C-I] houses are prepared in the ratio of 1:1:1 among Secretary/ Secretary equivalent officers and Chairman/Members of eligible Commissions etc. Three waiting lists i.e. List-A, List-B and List-C are prepared on the basis of this ratio. No HAG officer waiting in List A or List B will be allotted C-I house if an Apex Grade officer is waiting in the other list. Thus, HAG officers will be allotted

C-I houses only after meeting the claim of the Secretary/ Secretary equivalent officers irrespective of availability of units as per the above ratio.

Waiting list for Hostel Accommodation

Waiting list for Hostel Accommodation based on date of priority as applicable for Type I to IV and Type IV(Special) and above accommodation.

Change waiting list

No separate change waiting lists are prepared after implementation of ASA. Under ASA, change as well as initial allotments of GPRA has the same date of priority.

However, separate application has to be made for changing of accommodation.

21. Whether a house owning officer at the place of posting is eligible for general pool residential accommodation?

Yes.

22. Whether allotment shall be made to both wife and husband if they are Central Government servants?

No. Allotment shall be made to either wife or husband. In case both have General Pool Residential Accommodation or Departmental Pool Residential Accommodation before their marriage, one of them has to surrender the General Pool Residential Accommodation or Departmental Pool Residential Accommodation, as the case may be, within one month after their marriage. If one of the accommodations is not surrendered within one month, the lower type of accommodation held by one of the spouse shall be deemed to have been cancelled.

However, judicially separated spouse is entitled for a separate accommodation.

III. POOLS AND QUOTAS

23. What are the separate Pools/Quotas within the General Pool?

General Pool is the mother pool and within the General Pool, separate pools/quotas are maintained for specified categories of Central Government employees and others.

Pools within the General Pool are of two types:

[i] **HOUSE POOLS:** A certain number of houses are maintained under these pools, which are as under:

‘SECRETARIES POOL’ [SG]

A ‘Secretaries Pool’ of 70 Type VII houses in different areas of New Delhi including 60 houses in the New Moti Bagh Complex are available for online allotment to the Secretaries to the Government of India through Automated System of Allotment.

‘TENURE OFFICERS POOL’ [TP]

A 'Tenure Officers Pool' of accommodation is maintained for Officers of All India Services (IAS, IPS and Indian Forest Service) who are on duty with the Government of India or with the Government of NCT of Delhi on tenure basis or in the office of the Resident Commissioners of various State/UT Governments at Delhi. All India Service Officers are allotted accommodation only against the 'Tenure Officers Pool' accommodation.

'TENURE POOL' [TN]

A 'Tenure Pool' of accommodation is maintained for Non-All India Services Officers on central deputation under Central Staffing Scheme.

'LADY OFFICERS POOLS' [LS & LM]

'Lady Officers Pools' is maintained separately for married lady officers and for single lady officers. Specified numbers of residential units have been placed in the 'Lady officers Pools'. The Lady Officers are also eligible for allotment of accommodation from General Pool on maturity of their turn. Allotment in Lady Officers Pool is made in the ratio of 2:1 to the married and single lady officers respectively. 'Single lady' category includes unmarried, divorcee and widow lady officers. Change of accommodation to a Lady Officer is allowed only against the 'Lady Officers Pool' accommodation unless their turn is covered in General Pool or any other eligible Pool waiting list.

TRANSIT HOSTEL POOL [TH]

A separate pool of 25 Double Suite Hostel accommodation in Pragati Vihar Hostel, New Delhi has been created for allotment to officers, who join in the post of Deputy Secretary / Director under Central Staffing Scheme. The allotment of transit hostel accommodation shall be made by Hostel Section through Automated System of Allotment manually.

[ii] ALLOCATION POOLS: No houses are maintained under these pools. They are used for allocation to specific categories of allottees as discussed under:

LEGAL OFFICERS POOL

A 'Legal Officers Pool' of 10 houses is maintained for Law Officers of the Government of India such as Attorney General, Solicitor General and Additional Solicitor General.

PRESS POOL

A 'Press Pool' having 100 accommodations is maintained for Journalists and Press Cameramen. Allotments are made on the recommendations of the Ministry of Information and Broadcasting subject to certain conditions. Journalists/Press Cameramen drawing emoluments upto Rs.20000/- per month have been placed in Category-I and are eligible for Type IV accommodation. Journalists/Press Cameramen drawing emoluments between Rs.20000/- to Rs.40000/- per month have been placed in Category-II and are eligible for Type IV(Special) accommodation.

ARTISTS POOL

An 'Artists Pool' having 40 (15 Type IV(S) & 25 Type IV) accommodations is maintained for eminent Artists and allotments are made on the recommendations of Ministry of Culture.

EMERGENCY MEDICAL RELIEF UNIT QUOTA

A total of 36 units of GPRA has been fixed for allotment of accommodation to medical personnel posted in Emergency Medical Relief Units [EMRU] of PM/VVIPs. Out of which 22 units of Hostel accommodation shall be allotted to Doctors and 14 units of various types of accommodation to paramedical staff on the recommendation of Ministry of Health and Family Welfare.

SC/ST POOL

10% of vacancies in Type I and II and 5% of vacancies in Type III and IV accommodation have been reserved for SC and ST employees.

The allotment is made to the SC and ST employees in the ratio of 2:1. These employees are also eligible for allotment of accommodation from General Pool on maturity of their turn.

CM POOL

Waiting lists are prepared separately for Chairmen / Members of various Commissions, Tribunals etc. in respect of Type VIA and VIB houses of General Pool Residential Accommodation.

24. What is OUT-OF-TURN ALLOTMENTS under 5% discretionary quota?

Discretionary out of turn allotments are made on medical, security and functional grounds. These allotments are made one type below the entitlement of the applicants. These priority allotments are also made in first floor in central areas and any floor in non-central areas.

Requests of Government servants on extreme compassionate grounds may also be considered by concerned Committees and such allotments shall be restricted to a total of not more than 5 houses in each type (type I to V only) in a calendar year.

The overall ceiling of discretionary out-of-turn allotments has been fixed at 5% of vacancies occurring in each type of houses in a calendar year.

25. Are houses from the general pool residential accommodation allotted to private individuals / non-government persons like freedom fighters, eminent artists etc?

The allotments made to private persons such as eminent artists, persons of outstanding merit engaged in works of national standing or national award winners in the field of science, sports or social services and non- governmental organizations / institutions will be valid only upto the end of the current allotment period.

The non-governmental organizations / institutions will not be eligible for allotment of GPRA nor will any proposal for extension in the present allotment period be considered except in national interest or to meet national interest or international obligations with the approval of Cabinet Committee on Accommodation (CCA).

Discretionary allotment to private individuals / non-government persons including freedom fighters shall be allowed only with the approval of the CCA, if it is considered necessary in national interest or for meeting international obligations. The widows of freedom fighters will be allowed to retain accommodation only for a period of 6 months after the death of the allottees.

However, all these types of allotments will be done from the discretionary quota i.e. within the overall ceiling of 5% of vacancies occurring in each type of houses in a calendar year.

26. What is meant by priority allotments and who get the same?

The priority/out-of-turn allotments to the personal staff attached to the Union Ministers, various dignitaries and key officials working in the Vice-President's Secretariat, Prime Minister's Office and Cabinet Secretariat are made in the first floor in central areas or any floor in non-central areas.

A Committee has been constituted to consider the requests of Private Secretaries to the Union Ministers for Type V A [D-II] ground floor accommodation in central areas which would recommend allotments of 10 number of vacancies of ground floor accommodation occurring in a year in Type V A [D-II] in central areas for out of turn allotments. The recommendation of the Committee would be approved by Minister of Urban Development.

The following localities for the types of accommodation specified below shall constitute central areas:-

Sl. No.	Type of Accommodation	Locality (Central Area)
1.	V B [D I]	Chanakyapuri, Bharti Nagar & Rabindra Nagar
2.	V A [D II]	Kaka Nagar, Pandara Road, Pandara Park, Shahjahan Road, Tilak Lane, Vinay Marg, Lodhi Road Complex, Subramanya Bharti Marg
3.	IV	Laxmibai Nagar, Sarojini Nagar, Netaji Nagar, Peshwa Road, Kalibari Marg, Pandara Road, Lodhi Colony
4.	III	DIZ Area, Sarojini Nagar, BKS Marg, Mandir Marg, Lodhi Road Complex, North West Moti Bagh, Laxmibai Nagar, Lodhi Colony
5.	II	DIZ Area, BKS Marg, Mandir Marg, Lodhi Road Complex, North West Moti Bagh, Laxmibai Nagar, Netaji Nagar, Kidwai Nagar (East), Aram Bagh, Kalibari Marg, Albert Square, Hanuman Road, Lodhi Colony
6.	I	BKS Marg, Kalibari Marg, Panchkuian Road, Minto Road, Prem Nagar (New), DIZ Area

Accommodation located in areas other than those mentioned above are treated as non-central area.

27. What are the criteria of out- of- turn allotments?

MEDICAL GROUND

Medical grounds on which out-of-turn allotments are considered and categories of Government servants who are eligible for out-of-turn allotment on medical ground are given below. Requests for out-of-turn allotment on medical grounds are considered by the two committees of officers constituted for the purpose.

Medical Grounds

The allotment on medical grounds including ground floor/central area shall be made in the case of the Govt. servants their spouses, dependent children and dependent parents, suffering from any of the following diseases:

- (a) Tuberculosis: Pulmonary tuberculosis (serious cases only)

- (b) Cancer cases: Malignant neoplasm:
- (c) Heart ailments: of an exceptionally serious nature and in need of urgent treatment.
- (d) Disabled persons:
 - (i) Blind: - Those who suffer from either of the following conditions:
 - (1) Total absence of sight:
 - (2) Visual acuity not exceeding 6/90 or 20/200 (snellen) in the better eye with correcting lenses:
 - (3) Impression of the field of vision subtending an angle of 20 degrees or worse.
 - (ii) Deaf: Those having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.
 - (iii) Orthopedically handicapped: To the extent of 40% and above disability.
 - (iv) Mentally handicapped/spastic dependents.

Note:

- (1) The list of diseases, on the basis of which discretionary allotment may be considered as above, is not an exhaustive one. The Committees may consider any other life threatening diseases or other serious disabilities causing permanent impairment for this purpose.
- (2) In cases where disability of dependent parents is the sole ground for asking for discretionary allotment, the committees should consider the facts and circumstances along with merits of each case carefully, before making their recommendations.

SECURITY GROUND

Discretionary out of turn allotments on Security Grounds are made to SPG protectees only on the recommendation of Ministry of Home Affairs.

FUNCTIONAL GROUND

Discretionary out of turn allotments on Functional Grounds are made to key personnel working in Vice President's Secretariat, Deputy Prime Minister's Office, Prime Minister's Office, Cabinet Secretariat, Ministry of Parliamentary Affairs and personal staff attached to various dignitaries such as Leader of Opposition in the Lok Sabha, Deputy Speaker of the Lok Sabha, Leader of Opposition in the Rajya Sabha, Members of Planning Commission, C&AG, Attorney General of India, Chief Election Commissioner and Election Commissioners, Secretaries to Government of India, Chairman, Union Public Service Commission, Chief Vigilance Commissioner, former Presidents, former Vice Presidents and former Prime Ministers.

IV. GARAGES

28. How to apply for the allotment of garage?

The allotment of garage is available 'Online' through ASA only for Types V(A) and V(B) and Curzon Road Hostel accommodation in Delhi. An allottee seeking initial or change allotment of garage may apply 'Online' in Automated System of Allotment [ASA]. Before applying for garage, the applicant should ensure that he/she has a vehicle in his/her name or one of the members of his/her family.

29. How are Waiting Lists prepared for allotment of garages?

Waiting lists are maintained separately for each locality showing the names of applicants for allotment of garages in that locality in the order of their priority counted from the date of receipt of each application. The allotment of garages to the allottees of first floor accommodation and above and the allottees of ground floor accommodation shall be in the ratio of 3:1 in the waiting list.

Where applications from two or more officers are received on the same date in the Directorate of Estates, priority shall be determined on the basis of the length of stay of the applicants in the locality in which allotment of garage is sought.

30. What is the procedure for acceptance of allotment of Garage?

If an officer fails to accept the allotment of a garage within 5 days from the date of receipt of the allotment letter, the allotment shall stand cancelled and the officer shall not be considered for another allotment for a period of six months from that date.

31. Whether change of garage is allowed?

Yes, only one change of garage is allowed.

V. LICENSE FEE AND DUES

32. What is Licence Fee ?

Licence fee means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of residence allotted under these rules.

33. How recovery of licence fee is made and at what rate?

The recovery of monthly licence fee for the accommodation is made by the DDO from monthly salary of the allottee and the monthly recovery is posted to individual licence fee account in ASA of the Directorate of Estates 'Online'.

The licence fee is charged at flat rate prescribed by the Government every three years. The existing rates of licence fee for various types of accommodation in General Pool with effect from 1.7.2013 are as below:

Revised flat rates of licence fee applicable for General Pool Residential Accommodation (GPRA) throughout the country w.e.f. 01.07.2013.

Sl. No.	Type of Accommodation	Range of living area (in sq.mt.)	Flat rates of licence fee per month w.e.f. 1.7.2013	Remarks
1	I	Up to 30	Rs.50/-	Quarters sharing toilet facilities

				meant for more than two quarters.
2	I	-do-	Rs. 60/-	Quarters sharing toilet facilities meant for two quarters
3	I	-do-	Rs. 115/-	Old quarters with plinth area less than 300 sq. Ft.
4	I	-do-	Rs. 135/-	Old quarters with plinth area of 300 sq. ft. or more.
5	II	26.5 to 40	Rs. 245/-	
6	II	41 to 50	Rs. 310/-	
7	III	44 to 55	Rs. 370/-	
8	III	56 to 65	Rs. 450/-	
9	IV	59 to 75	Rs. 500/-	
10	IV (S)	76 to 91.5	Rs. 625/-	
11	V A [D-II]	Up to 106	Rs. 875/-	
12	V B [D-I]	Beyond 106	Rs. 1065/-	
13	VI A [C-II]	Up to 159.5	Rs. 1305/-	
14	VI B [C-I]	Beyond 159.5	Rs. 1565/-	
15	VII	189.5 to 224.5	Rs. 1835/-	
16	VIII	243 to 350	Rs. 2630/-	
17	VIII	350.5 to 522	Rs. 3875/-	

For SERVANT QUARTER & GARAGES

Sl.No.	Particulars	Revised rates (p.m.)
1.	Servant Quarters	Rs.60
2.	Garages	Rs.35

For HOSTEL ACCOMMODATION

Sl. No.	Category of Suite	Living Area (Sq.mt.)	Revised Rates per month
1	Single Room [SS] (without kitchen) [Available only at Curzon Road]	21.5 to 30	Rs. 335/-
2	Single Room [SK]	30.5 to 39.5	Rs. 475/-

	(with kitchen)		
3	Double Room [DS]	47.5 to 60	Rs. 650/-

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

The licence fee for the retention period permissible under the rules, in the event of retirement, transfer, death, etc. is required to be deposited in advance by the allottee through DDO or through pay order/bank draft, drawn in favour of the Assistant Director of Estates (Cash) or by Cash in Axis Bank at Nirman Bhavan after obtaining necessary challan from the concerned Rent section.

34. After how much time Licence Fee is revised?

License Fee is recalculated on expiry of three years from the date of last calculation and recalculation shall take effect from 1st July next year or from such other date as the President may direct. The rate of licence fee was last revised w.e.f. 21.11.2013.

35. What is Special Licence Fee?

The Special Licence Fee, which is recovered from the ineligible persons, private organisations and for temporary allotments is calculated at the rate of double the Standard Licence Fee.

36. What is Standard Licence Fee ?

Ans. The Standard Licence Fee under FR 45-A is calculated on the capital cost of the residence and shall be (i) a percentage of such capital cost equal to such rate of interest as may from time to time be fixed by the President + an addition for municipal and other charges, including maintenance or 6% per annum of such capital cost, whichever is less.

Standard Licence Fee under 45-B- This is calculated on capital cost of the residence, including cost of additions or alterations, if any, and shall be 12.5% of such capital cost equal to such rate of interest as may from time to time be fixed by the President + an addition for municipal and other taxes.

37. What is damage charges or market rent ? How it is calculated?

Rates of Damages are recovered from unauthorized occupants of Govt premises. These rates are generally calculated by CPWD on the basis of comparable private properties in adjacent colonies. For the period of unauthorized stay, the damages rates of Licence Fee is recoverable.

38. Whether an allottee is entitled to HRA when the accommodation allotted is declared unauthorized ?

Damages rates and H.R.A are two separate entities. Damages rates are recovered for unauthorized occupation beyond permissible period. An allottee is not entitled for H.R.A so far as he is in occupation of Govt accommodation. Paying damage rates for unauthorized occupation does not entitle any Govt. employee to draw H.R.A.

39. What is Non-Availability Certificate [NAC] ?

At places where Govt. accommodation is more than the requirement, as declared by M/o Urban Development from time to time, the Govt. employees need to furnish 'NAC' issued by the jurisdictional Estate Manager to enable them to draw the HRA.

40. Who administers HRA Rules?

The Ministry of Finance (D/o Expenditure) is the nodal Ministry that determines the admissibility and quantum of HRA and prescribes the procedure which an employee has to follow to become entitled to claim HRA. The Directorate of Estates is partly concerned with the Rule-4 of HRA Rules where the admissibility of HRA to an employee is to be seen in the context of refusing Govt. Accommodation. the Directorate of Estates only notifies the cities in which the Govt. Residential accommodation is in surplus for the guidance of DDOs in various Central Govt. Offices so that they could determine the entitlement of HRA of the individual officers under their control.

41. What are charges of water for different types in different localities?

The Directorate of Estates is concerned with allotment of accommodation in accordance with the Allotment Rules. As regards recovery of water charges from the allottees of GPRA accommodation where water supply is not regulated by meters, the rates at which such recoveries are to be made is decided by the Executive Engineer, (Licence Fee), CPWD, Nirman Bhawan, New Delhi after consulting the concerned CPWD Divisions which make payment of bills to the local bodies. The revision of water charges is under process.

42. What is 'NDC? How to obtain it from the Directorate of Estates?

NDC means No Demand certificate .

After vacation of the residence, the allottee should apply for the NDC online in ASA. The hard copy downloaded from ASA should be duly forwarded by the Office of the allottee.

Before he/she applies for NDC, should verify online in e-Awas for licence fee paid details in his/her account and in case of any missing payment of licence fee, he/she should settle it in consultation with DDO of his/her office and Rent Section of the Directorate of Estates.

In case the recovery has already been made, he should get a certificate duly signed by the concerned DDO. Otherwise, he should deposit the outstanding dues to the Directorate of Estates so that the NDC could be issued.

VI. RETENTION

43. What is the period of retention permissible after an allottee ceases to be eligible?

An allotment is cancelled or is deemed to have been cancelled on the expiry of the concessional period of retention permissible under rules after an allottee ceases to be on duty in an office eligible for Government accommodation or he/she vacates the residence on his own. The retention period admissible including the concessional period, and the rates of licence fee prescribed thereof for different situations are indicated below:

Events	Period of retention of the residence Under SR 317-B-11	Period of retention under SR 317-B-22
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	and licence fee Payable	and licence fee Payable
Resignation, dismissal or removal from service or termination of service or unauthorized absence without permission	1 month at normal license fee	No retention is admissible
Retirement(including voluntary retirement, retirement on invalidation) or terminal leave	(1) In case of accommodation allotted prior to 1.7.2013: 2 months at Normal rate, 2 months twice the Normal rate, 2 months at 4 times of normal rate, 2 months at 6 times of normal rate. (8 months) (2) In cases of accommodation allotted on or after 1.7.2013: 2 months on normal rate, 2 months on twice the normal rate and 2 months on four times of normal rate. (6 months)	
Death of the allottee	12 months at Normal rate	12 months at Normal rate
Transfer to a place outside Delhi	2 months at normal rate.	6 months at Double the normal rate
Transfer to an ineligible office in Delhi	2 months at normal rate	6 months at Double the normal rate
On proceeding on foreign service in India	2 months at normal rate	6 months at Double the normal rate
Temporary transfer in India or transfer to a place outside India	4 months at normal rate	6 months at Double the normal rate
Leave (other than leave preparatory to retirement, refused leave, terminal leave medical leave , maternity leave or study leave)	4 months at normal rate	6 months at Double the normal rate
Study leave in or outside India	(a) In case the officers is in occupation of accommodation below his entitlement, for the entire period of study leave at Normal rate. (b) In case the occupation of entitled type accommodation, alternate accommodation of one	Not admissible Not admissible

	type below is allotted on expiry of 6 months at Normal rate	
Deputation outside India	6 months at normal rate	6 months at double the normal rate
Leave on medical grounds	Full period of leave at normal rate	Not admissible
On proceeding on training	Full period of training at Normal rate	Not admissible

44. How to apply for retention?

An allottee seeking retention of accommodation may apply online in ASA in the prescribed application form and a hard copy of the application should be forwarded by his/her office and submitted to the Directorate of Estates within one month from the date of occurrence of the event necessitating such permission. The request for retention should be accompanied by the following documents:

1. A copy of the related Government order;
2. Supporting documents in case the retention is sought on medical/ educational grounds;
3. Advance payment of applicable licence fee at normal/enhanced rate for the period of retention sought, through Bank draft/ pay order, drawn in favour of 'Assistant Director of Estates (Cash)' or by remitting in Axis Bank, Nirman Bhavan after obtaining necessary challan from the concerned Rent Section.

45. Whether retention of GPRA is allowed after superannuation of a Central Government employee?

No. However, in cases the officers re-employed or allowed by the Government of India to continue in the same post, after superannuation, for a extended period or for a fixed tenure (on contract or on other terms and conditions), are permitted to continue in the residential accommodation occupied by them till the end of tenure and would further be eligible for retention as per provisions of SR 317-B-11 on completion of tenure. No retention would be allowed in such cases in case retention was availed by the retired officer even for period less than the permissible period after retirement prior to re-employment.

Moreover, the allottees re-employed/appointed in an office eligible for General Pool Residential Accommodation and provided with rent free accommodation, will be allowed only one month of retention of general pool residential accommodation on demitting their office from such bodies.

46. How much period of retention of GPRA is permissible for a Co-terminus employee on termination of appointment?

Retention of GPRA is permissible for one month. In case such employees avail leave immediately on termination of their appointment, the allotment shall be cancelled after allowing one month or period of their leave not exceeding four months, whichever is more. Further retention is permissible for a period of 6 months on medical/educational ground on payment of double the normal licence fee.

47. Are there any special concessions of retention of GPRA at the last place of posting allowed in case of transfer to non-family areas?

On transfer to North East States, A&N Islands and Lashadweep and Jammu & Kashmir

Special concessional of retention of existing GPRA at the last place of posting is permitted to the Central Government Civilian officers/employees on their posting/transfer to the North Eastern Region States, Sikkim, A & N Islands and Lakshadweep and Jammu & Kashmir, for the bonafide residential use of their family, on payment of normal licence fee, for the entire period of their posting. Presently, the facility of retention of accommodation during posting in the North Eastern Region States, Sikkim, A & N Islands and Lakshadweep and Jammu & Kashmir has been extended up to 30.6.2015.

For Officers of All India Services

The Officers of All India Services, belonging to the State cadres of the North-Eastern Region, Sikkim, A & N Islands and Lakshadweep and Jammu & Kashmir are permitted retention of Central Government accommodation at their last place of posting for a period of 3 years from the date of their reversion from central deputation to their parent cadres.

Special Retention to CPWD Officers

The CPWD Officers and employees posted in the border fencing projects at Indo-Pakistan and Indo-Bangladesh borders are permitted retention of accommodation, beyond the concessional period of 2 months on payment of double the normal licence fee in case they are in occupation of entitled type of accommodation. Wherever such employees are in occupation of accommodation below their entitlement, retention is permitted on payment of 1-1/2 times the normal licence fee.

Special facility of retention of GPRA to personnel of Central Paramilitary Forces

Personnel of Central Paramilitary Forces have been allowed to retain GPRA at their last place of posting on transfer to Left Wing Extremism (LWE) affected areas/districts in certain States declared by Ministry of Home Affairs.

48. What is the procedure for application for retention of GPRA in the event of transfer to non-family areas?

The request for retention of accommodation in these cases are required to be submitted online in ASA and hard copy of the request downloaded from ASA duly forwarded by the offices from where they are presently posted (i.e. from the offices in North East States, A&N Islands, Lakshadweep, J&K and LWE areas) should be submitted to the Directorate of Estates within one month of joining the new posting.

49. Whether retention of GPRA in the event of retirement/transfer/death of an allottee posted to a non-family station in India is allowed?

Yes. In the event of retirement/transfer/death of an allottee posted to a non-family station in India, the allottee or his/her family shall be allowed the facility of retention of GPRA at the last place of posting for the period permissible under SR 317-B-11 and SR 317-B-22 (discussed in Q.43). However, the extended period of retention under SR 317-B-22 shall not be allowed in the event of death of an allottee in cases where the deceased allottee or his/her family members own a house at the last place of posting.

50. How much period of retention of GPRA is allowed to a family of a deceased allottee, who was not a regular Central Government servant?

Retention of GPRA is allowed for six months to the family of the deceased allottee, in case of death of an allottee who was Consultant/contractual appointee or co-terminus appointee in the personal staff of Ministers/other dignitaries and was not a regular Central Government servant.

51. How much period of retention of GPRA is allowed in case of an allottee technically resigns from service?

If an allottee technically resigns from Central Government Service on his appointment to an ineligible office in the same station or outside station, the period of retention will be at par with transfer. If an allottee technically resigns and joins in an eligible office for GPRA in the same station, his/her existing allotment shall be regularized.

52. Whether Central Government employees can retain GPRA in the event of deputation to PSUs/Statutory/Autonomous Bodies?

Yes. Retention of GPRA is allowed to the Central Government Officers on deputation to Public Sector Undertakings/Statutory/Autonomous Bodies for a period of 5 years at the time of initial constitution of PSUs/Statutory/Autonomous bodies.

53. Whether retention/allotment is admissible in the event of mandatory posting to PSUs/Statutory/Autonomous Bodies?

Allotment/Retention of GPRA is allowed to the officers posted to PSUs/Statutory/Autonomous Bodies on mandatory basis or under Central Staffing Scheme subject to issue of a certification by the Establishment Officer of DoPT.

Retention of GPRA is also allowed to the officers of All India Services and Central Group 'A' Civil Services, who joins a non-Central Staffing Scheme post for balance tenure of their central deputation after serving four years on Central Staffing Scheme subject to issue of a certification by the Establishment Officer of DoPT.

VII. REGULARISATION

54. Can the existing Government accommodation under occupation of an allottee be regularised to eligible ward/spouse/Daughter-in-law/married Daughter of an allottee in the event of the allottee's retirement/transfer/death in service?

Yes.

Retirement cases

The same accommodation shall be regularized in the name of the eligible spouse, ward, married Daughter and Daughter-in-law of the retiring allottee if he/she is entitled for it and, if not, an alternate accommodation of entitled lower type may be allotted to him/her after fulfilling certain conditions. In case of more than one eligible ward, the retiring official will have option to exercise his/her choice in favour of his/her wards.

Death Cases

The same accommodation shall be regularized in the name of the eligible spouse, ward and Daughter-in-law of the deceased allottee if he/she is entitled for it and, if not, an alternate accommodation of entitled lower type may be allotted to him/her after fulfilling certain conditions.

Transfer cases

In the event of transfer of the allottee to another station, the same accommodation shall be regularized in the name of the eligible spouse of the transferred allottee if he/she is entitled for it and, if not, an alternate accommodation of entitled lower type may be allotted to him/her.

General Conditions for regularisation

Regularization/allotment of alternate accommodation in the event of retirement/transfer/death of the allottee shall also be subject to the following conditions:

- a) The facility of regularization/allotment of alternate accommodation shall be admissible in all the aforesaid cases irrespective of the facts whether the date of priority of the spouse/ward is covered on the date of death/retirement/transfer of the allottee;
- b) The application for regularization/allotment should be submitted within the permissible period of retention after the date of death/retirement/transfer of the allottee or, in case of death/retirement of the allottee, from the date of appointment of the spouse/ward in Government service, whichever is later;
- c) All the dues outstanding in respect of the accommodation occupied by the deceased/retired/transferred allottee must be cleared before submission of the application for regularization/ alternate allotment;
- d) The grade pay drawn by the spouse/ward on the date of death/retirement/transfer of the allottee will be taken into account for determining the entitled type of accommodation;
- e) In all the aforesaid cases, the regularization/alternate allotment in the name of the spouse/ward will be made, to the extent possible, in the same area, failing which in a nearby area; and
- f) **The facility of regularization/allotment of alternate accommodation will not be admissible in following cases: -**
 - (i) **where the allottee or any member of his/her family owns a house at the place of posting where regularization is being sought; and**
 - (ii) **where the allottee has become ineligible for allotment of General Pool residential accommodation, due to any reason, on or before the date of his/her death/retirement/transfer.**

Documents need to be submitted along with the application for regularization:

1. DE-2 Form duly forwarded by the Department/office and acknowledged by IFC of the Directorate of Estates
2. Regularisation Form duly forwarded by the Department/Office
3. HRA Drawal Certificate
4. House Building Advance (HBA) certificate from the Department of allottee and applicant
5. Appointment order duly attested
6. Non-house owning affidavits duly attested by Magistrate and applicant
7. Copy of Pension Payment Order (PPO) [Attested]

8. Copy of Death Certificate (Attested)
9. Copies of Ration Card and CGHS Card [Attested]
10. No objection Certificate from father/mother/employed brother/employed sister
11. Undertaking from the applicant that he/she will keep the family of the retired official in the Government accommodation to be regularized in his/her name
12. Clearance Certificate of all pending dues in the name of previous allottee

VIII. INTER-POOL EXCHANGES OF GPRA

55. Who are eligible to apply for inter-pool exchange of a Departmental Pool residential accommodation with General Pool Residential Accommodation?

The Officers of All India Services and Central Government officers and employees who are on deputation/mandatory posting/transfer to other Departments of the Government of India, which have Departmental Pools, Lok Sabha and Rajya Sabha Secretariats, Government of NCT of Delhi, DDA, various Municipal Corporations of Delhi and NDMC are eligible to apply for inter-pool exchange of accommodation.

56. How the inter-pool exchange of a Departmental Pool accommodation is made with General Pool Residential Accommodation?

Where an officer in occupation of General Pool residential accommodation has gone to offices mentioned above and in return another officer has come to serve the Government of India from such office along with an accommodation, inter-pool exchange with Departmental Pool may be allowed on one to one basis subject to provision of accommodations are of the same type.

57. Who are the competent authorities to permit inter-pool exchange of a Departmental Pool accommodation with General Pool Accommodation?

All proposals for inter-pool exchanges in respect of Type I to VI general pool residential accommodation shall be approved by Secretary, Ministry of Urban Development.

All Inter-pool transfers between various pools controlled by the Directorate of Estates such as TP, TN, GP, LS, LM etc. on functional, security and medical grounds in respect of Type I to Type VI shall be approved by Director of Estates.

All Inter-pool exchanges between General Pool and other Departmental Pools such as Judges Pool, (JH&JS), Parliament Pool (Lok Sabha Secretariat and Rajya Sabha Secretariat) shall be approved by Hon'ble Minister of Urban Development in respect of Type of VII and VIII accommodation.

IX. SHARING AND SUBLETTING

58. Who are the persons who can share accommodation with an allottee?

An allottee can share the accommodation with his family consisting of wife or husband, children, step children, legally adopted children, parents, dependant brothers or sisters.

Moreover, some 'Close Relations' may also reside with an allottee such as Father, Mother, Brothers, Sisters, Grandfather, Grandmother, Grandsons, Granddaughters, Uncles, Aunts, First cousins,

Nephews, Nieces (directly related by blood), Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law and relationship by legal adoption.

59. Is sharing of accommodation allowed with any person other than family members and close relations?

No allottee shall share a house in the normal circumstances. However, as per the extant guidelines, an allottee may share the accommodation, with prior intimation to the Directorate of Estates. The following categories of persons have been declared eligible for sharing the accommodation with the allottee with prior approval of the Directorate of Estates:

1. Central Government. Employees eligible for General Pool accommodation
2. Staff of semi-Government organisations
3. Staff of corporate bodies controlled by the Government
4. Foreign students studying in India and sponsored by MEA
5. Teachers of recognized schools
6. Family of the officers transferred to other stations
7. Members of defence forces (during the period of emergency)
8. Retired Central Government servants
9. Reservists of army, air force, etc.

60. Can an allottee appoint any caretaker for a government accommodation while proceeding on leave?

An officer proceeding on leave may accommodate, in the residence any other officer eligible to share Government accommodation, as a caretaker, for the period not exceeding six months.

61. What is Subletting? Is subletting permissible?

If an allottee shares the accommodation with an ineligible person or he himself does not reside in the premises, but the same is occupied by others (whether eligible for sharing or not), he is held to have sublet the house.

Sharing of accommodation, even with eligible persons, without prior intimation, also amounts to subletting of house.

Subletting of Government accommodation in any form, is not permissible.

62. What is the process of processing the subletting complaint and time frame fixed for?

On the receipt of the subletting complaint, the subject quarter is inspected by the Inspection Team. In case subletting is suspected by the Inspection Team, a show cause notice is issued to the allottee for hearing on a fixed date. The case is heard by the Deputy Director of Estates (Enquiry). The allottee is given enough opportunity to plead his case and submit documents in favour of his statements. In case Deciding Authority is not satisfied, he may cancel the allotment. The allottee has right to prefer an appeal against the decision of Deciding authority to the Director of Estates, the Appellate Authority, within a period of 30 days from the date of cancellation order. In case Appellate Authority rejects his appeal, his case is forwarded to Litigation Section for initiating the eviction process.

The subletting case is processed under quasi-judicial process, hence, there is no fixed time limit.

63. What types of penalties may be imposed against an allottee found to be guilty of subletting?

In case of subletting or sharing of accommodation with unauthorised persons, the Directorate of Estates may, after detailed enquiry:

- a) Cancel the allotment;
- b) Debar the Government servant for further allotment for the remaining period of service;
- c) Take up the matter with the administrative department for initiating disciplinary proceedings against the delinquent Government servant under Rule 14 of the CCS (CCA) Conduct Rules, 1965.
- d) Sharing debar
- e) Damages are charged from the date of cancellation of allotment

The Subletting of the Departmental Pool quarters are not decided by the Directorate of Estates and Inspection Report is forwarded to the Department concerned for necessary action.

64. What are the rates of damages charged for unauthorized occupation?

The allottee is charged damages as fixed from time to time for unauthorized period of occupation of GPRA, if any. For the period of unauthorized occupation of GPRA, the following rates of damages are charged from the unauthorized occupant:

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

Metropolitan City	Type of Accommodation		Revised Rates w.e.f. 1.1.2013 (In multiples of licence fee)
Delhi	i)	Type-I to Type-IV	40 Times
	ii)	Type-IV(Spl.) to Type-VI and above and Hostel	50 Times
	iii)	Type-VII and Type-VIII	55 Times
Kolkata	i)	Type-I to Type-IV	40 Times
	ii)	Type-V and above and Hostel	50 Times
Chennai	i)	Type-I to Type-IV	40 Times
	ii)	Type-V and above and Hostel	50 Times
Hyderabad	i)	Type-I to Type-IV	40 Times
	ii)	Type-V and above and Hostel	50 Times
Mumbai			
a) At Hyderabad Estate, Belvedere, Pedder Road, B.D. Road, Malabar Hill, Colaba and Prabhadevi	i)	Type-V and above and Hostel	120 Times
b) Rest of Mumbai including Hostel at Antop Hill	ii)	Type-I to Type-V and Hostel	50 Times

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

SL. No.	Type of Accommodation	Revised Rates w.e.f. 1.1.2013 (In multiples of licence fee)
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1	Servant Quarters	50 Times
2	Garages	50 Times

Eviction from the premises is resorted to under provisions of the Public Premises (Eviction of Unauthorised Occupants) Act 1971, if the allottee occupies the GPRA beyond permitted period. For recovery of arrears of licence fee / damages, the Government also initiates recovery proceedings under the PP Act 1971.

65. Can a copy of complaint and Inspection Report be provided to the delinquent allottee?

The copy of complaint cannot be furnished, because, it may lead to the source of information and cause life or physical threat to the complainant, and it is also exempted under section 8 (1) (g) of RTI Act. Copy of Inspection Report is confidential in nature and cannot be furnished during the pendency of the case.

X. ELIGIBILITY OF STATE / UNION TERRITORY GOVERNMENTS

66. Are the employees of State/Union Territory Governments eligible for general pool residential accommodation?

Yes. The employees of State / Union Territories Government in Delhi will be allotted accommodation only by this Directorate and not by the respective State / Union Territory on their own. As per the guidelines of this Directorate, 4 higher types of accommodation and 2 lower types of accommodation is allotted to the employees of each State Government working in the office of Resident Commissioner of a State. 2 higher types of accommodation and 1 lower type of accommodation are allotted to the employees of each Union Territory Government working in the office of Resident Commissioner of a UT. However, more than 2 lower type accommodations for State Government employees and more than 1 accommodation to the employees of Union Territories may be allotted subject to the recommendation of the Resident Commissioner concerned within the overall ceiling of houses as mentioned above.

The number of units allotted to the quota of a State / UT Government shall be restricted to the above-mentioned ceiling at any given time. New incumbent will be allotted a quarter on the recommendation of the concerned Resident Commissioner only on physical vacation of an accommodation by the outgoing incumbent on slot becoming available.

The Officers of All India Services posted in the office of Resident Commissioner of State/UT Governments are eligible for accommodation under Tenure Officers Pool within the prescribed quota subject to maximum of Type VI A[C-II] in higher type accommodation.

The allotments in this category shall be made in the first floor in central area or on any floor in non-central area.

67. What is the procedure for state pool allotment?

The allotment to State/UTS Govt. employees are based on fixed Quota. The overall ceiling limit is 6 units for state Govt. and 3 units for UT Govt. employees.

Request for allotment under State Quota is considered only after the application is filled in the prescribed DE-2 form (on line) and duly forwarded by the Resident/Asstt. Resident Commissioner of the concerned state Govt. and registered in the Facilitation centre of the Directorate, for

obtaining the Registration number and Acknowledgement slip. The application should also be accompanied by appointment order, pay slip of the employees.

68. Are the employees of State/Union Territory Governments eligible for change in respect of an accommodation allotted to them from general pool residential accommodation?

Yes, the allottees are eligible for one change only.

69. Are the houses allotted to the employees of State / UT Governments earmarked?

No. The officials should hand-over the possession of their quarters to the concerned CPWD Enquiry Office after vacating them. The new incumbent will have to seek fresh allotment from this Directorate on the recommendation of the Resident Commissioner concerned.

70. Can the employees of State/Union Territory Governments retain the accommodation allotted from the GPRA?

Permission for retention of accommodation is given to employees of State / UT governments only on medical / educational grounds in case of transfer / retirement, upto a maximum period prescribed for Central Government employees, only on the recommendation of the concerned Resident commissioners. However, such retention cases will be counted towards the quota of State / UT till its vacation by the outgoing employee or eviction by this Directorate.

71. Are officers holding additional / dual charge of a post under the State / UT Governments in Delhi are also eligible for general pool residential accommodation?

Yes, but subject to the maximum quota of the State / UT Governments as discussed above.

XI. ELIGIBILITY OF POLITICAL PARTIES

72. Whether National Political Parties are eligible for allotment of GPRA?

Yes. Allotment of one house in Delhi from General Pool could be considered for office use to the National Political Parties, which have been recognised by the Election Commission of India and One residential accommodation would be allotted/allowed to be retained by the Party President of a recognized National Party provided that no other accommodation has been allotted to him/ her in any other capacity.

73. Whether State level Political Parties are eligible for allotment of GPRA?

Yes. Allotment of one house in Vitthalbhai Patel (VP) House could be considered to recognized State level Political parties which have a minimum strength of four Members in both Houses of the Parliament for office/residence.

74. What is the procedure for allotment of VP House to Political Parties?

Allotment of accommodation is done to Political Parties in VP House as per availability.

Only recognized State Level Political Party, which has a minimum strength of four Members in either house of the Parliament, is considered for allotment.

The following documents need to be enclosed:-

- (a) Name of Political Party.
- (b) Registered address.
- (c) Name of the Party President/General Secretary.
- (d) Whether Registered or not? If yes enclose a copy of Registration Certificate.
- (e) Whether recognized by the Election Commission of India? If yes, whether as a national Party or a state party (enclose certificate of Registration by ECI.
- (f) Total Nos. of MPs in both the Houses of Parliament:
RAJYA SABHA _____ Lok Sabha _____
- (g) Whether any Govt. accommodation allotted?
If yes, details thereof.
- (h) Whether/applied for any Govt. land in Delhi? If yes, details.
- (i) Signature of Authorized Signatory.

XII. ELIGIBILITY OF MINISTERS AND MPs

75. Who is the authority to allot Accommodation to MPs of Lok Sabha/Rajya Sabha?

House Committees of the respective House of the Parliament are the competent authorities to allot accommodation to MPs..

76. What are the eligibilities for allotment of accommodation to Ministers and MPs?

The eligibilities for allotment of accommodation to Ministers and MPs are given in Annexure-II.

77. What is the procedure for eviction of Houses from MPs?

On receiving reference from Lok Sabha / Rajya Sabha, eviction process is initiated by Directorate of Estates.

78. Who is eligible to get Guest Accommodation at Western Court Hostels and for what period ?

Guest of Unions Ministers are eligible to get accommodation at Western Court Hostels. This accommodation will be for one week, extendable by another week.

79. Who is eligible to get the Additional Accommodation at V.P.House from General Pool?

Additional Accommodation at V.P.House is provided to Union Ministers whom Directorate of Estates is unable to provide entitled type of Accommodation.

XIII. OFFICE

80. What are the revised scales of office for officers and staff?

Sl. No.	Existing Category	Proposed Category	Entitlement of Office space (sq. ft./ sq. mt)
1		Officers drawing Gr. Pay of Rs.10000/- in PB-4 and above	360 sq.ft (33 sq.mtr)
2	Officers drawing pay Rs.15200/ and above per month	Officers drawing Grade Pay of Rs.7600/- in PB-3 and Per month and above but less than the Grade Pay of Rs.10000/-	240 sq. ft. (22 sq. mt.)
3	Officers drawing Rs.10000/- and above but less than Rs.15200/- per month	Officers drawing Gr. Pay of Rs.6600/- in PB-3 and above but less than the Gr. Pay of Rs.7600/-	120 sq. ft. (11 sq. mt.)
4	Gazetted Officers drawing Pay less than Rs. 10000/- Per month/ Section Officers in the Secretariat/ Attached Offices	Officers drawing Gr. Pay of Rs. 4800/- in PB 2 and above Section Officers in the Secretariat/Attached Offices but less than the Gr.Pay of Rs.6600/-	60 sq.ft (5.5 sq.mtr)
5	Technical Staff such as Draughtsman, Tracers, Estimators, etc;	Technical Staff such as Draughtsman, Tracers, Estimators, etc;	60 sq.ft (5.5 sq.mtr)
6	Ministerial Staff such as Superintendents, Head Clerks, Assistants, Clerks, Daftries, etc;	Ministerial Staff such as Superintendents, Head Clerks, Assistant, Clerks, Multi Task Staff (MTS)	40 sq. ft (3.5 sq. mt.)
7	Ministerial Staff of Audit Offices	Ministerial Staff of Audit Offices	40 sq. ft. (3.5 sq. mt.)

81. What are the revised scales of Office space for Special Requirements?

Sl.No.	Particular	Prescribed entitlement of Office space
1	Conference Room	Conference Room should be subject to the requirement of the Ministry/Department concerned with minimum space of 237.sq.ft. (22 sq.mt) and maximum 474 sq.ft. (44.sq.mt.)
2	Visitors Room	Visitors Room should be according to the requirement of a Ministry/Department but it could not be more than 474 sq.ft. (44 sq.mt.) Visitor room of the size of 86 sq.ft. (8 sq.mt.) will be provided to the officers of the rank of Joint Secretary & above within the ceiling of 474 sq.ft

3	Receptionist	120 sq. ft. (11 sq. meters)
4	Security Room at every entrance	120 sq. ft. (11 sq. meters)
5	Canteen	One sq. ft. (0.09 sq. mt.) per person in an office including the space for dining hall, kitchen, etc.
6	Dining/Tiffin Room (for Lunch)	400 sq. ft. (36 sq. meters)
7	Ladies Common Room	120 sq. ft.(11.00 sq. meters)
8	Class Room	According to the requirement of Department but should not be more than 474 sq. ft. (44 sq. meters)
9	Library	One sq. ft. for 25 books or one sq. meter for 275 books.
10	Old Records	One sq. ft. for 20 recorded files or one sq. meter for 220 recorded files
11	Care taker Room	120 sq. ft.(11 sq. meter)
12	CPWD Maintenance Staff Room	400 sq. ft.(36.00 sq. meter)
13	Stores	As per requirement of each office but should not be more than 400 sq. ft.(36.00 sq. meter)
14	Drivers Room	120 sq. ft.(11 sq. meter)

The total screened requirement of office accommodation determined on the basis of revised scales will be subject to the following austerity cuts:-

<u>Entitlement</u>	<u>Percentage of cut</u>
Up to 30,000 sq. ft.	10%
More than 30,000 sq. ft.	15%

XIII. MARKETS

82. How many markets under the control of Directorate of Estates (DOE) at present?

At present only three markets having under the administrative control of DoE v.i.z. (i) INA Mohan Singh Market, (ii) INA Subzi Market and (iii) New Moti Bagh Market.

83. How many markets were governed earlier by DoE?

Before March 2006, DoE had administrative control of 47 Markets. As per notification dated 24.03.2006, 45 Markets had been transferred to Local Civic Bodies i.e. MCD/NDMC.

LIST OF 47 MARKETS EARLIER CONTROLLED BY DIRECTORATE OF ESTATES

Sarojini Nagar Market; Pleasure Garden Market; Shankar (New Central) Market; Kamla Market; Babu Market; Mehar Chand Market; Mohan Singh Market (I.N.A); Ali Ganj Market; Sewa Nagar Market; Sector VI Market, R.K. Puram; Sector VIII Market, R.K. Puram; Sector IX Market, R.K. Puram; Sector XII Market, R.K. Puram; I.N.A. Platforms; Srinivaspuri market; Andrews Ganj

market; Nanakpura market; Lancer Road; Sector -I Market, R.K.Puram; Sector -II Market, R.K.Puram; Sector -III Market, R.K.Puram; Sector -IV Market, R.K.Puram; Sector -V Market, R.K.Puram; Sector -VII Market, (Centre -I), R.K.Puram; Sector -VII Market, (Centre -II), R.K.Puram; Site-D Market, R.K.Puram; Ring Road Market (Opp) Nauroji Nagar; 'Y' Shape Building (I. P. Bhawan Market); Janpath Market; Asia House; Minto Road; Hanuman Road, Lodhi Road Complex, Centre-I; Lodhi Road Complex, Centre-II; DIZ Area Market, B.K.S. Marg.; Vasant Vihar Shopping complex; Mohammadpur Shopping Complex.; Sadiq Nagar; M.S.D Flats Minto Road; Sector-I Market M.B. Road; Sector-III, Market M.B. Road; Sector-III-A, Market M.B. Road; Sector-III-B, Market M.B. Road; Sector-IV, Market M.B. Road(Local Shopping Centre); Sector-IV Market, M.B.Road(Convenient Shopping Centre); Sector-V, Market M.B. Road; HUDCO PLACE.

84. How many markets were transferred to MCD?

There were 36 Markets transferred to MCD, those were:

Pleasure Garden Market ;Kamla Market; Mehar Chand Market; Sewa Nagar Market.(Kasturba Nagar); Srinivaspuri market; Nanakpura market; Lancer Road; Sector -I Market, R.K.Puram; Sector -II Market, R.K.Puram; Sector -III Market, R.K.Puram; Sector -IV Market, R.K.Puram; Sector -V Market, R.K.Puram; Sector VI Market, R.K. Puram; Sector -VII Market, (Centre -I), R.K.Puram ; Sector -VII Market, (Centre -II), R.K.Puram; Sector VIII Market, R.K. Puram; Sector IX Market, R.K. Puram; Sector XII Market, R.K. Puram; Site-D ,Mohan Singh Market, R.K.Puram; Lodhi Road Complex, Centre-I; Lodhi Road Complex, Centre-II; Vasant Vihar Shopping complex; Mohammadpur Shopping Complex; Sadiq Nagar; Sector-I Market M.B. Road; Sector-III, Market M.B. Road; Sector-III-A, Market M.B. Road; Sector-III-B, Market M.B. Road; Sector-IV, Market M.B. Road(Local Shopping Centre); Sector-IV Market, M.B.Road(Convenient Shopping Centre); Sector-V, Market M.B. Road; 'Y' Shape Building (I. P. Bhawan Market); Andrews Ganj Market; HUDCO Place; M.S.D Flats Minto Road; Minto Road Hostel.

85. How many markets were transferred to NDMC?

There were 9 Markets transferred to NDMC, those were:

Sarojini Nagar Market; Shankar (New Central) Market; Babu Market; Ring Road Market (Opp) Nauroji Nagar; Janpath Market; Asia House; Hanuman Road; DIZ Area Market, B.K.S. Marg; Ali Ganj Market.

XIV. HOLIDAY HOMES AND HOSTELS

86. What are the locations of Holiday Homes and Touring Officers Hostels?

All information regarding locations of Holiday Homes and Touring Officers Hostels may kindly be seen from the website holidayhomes.nic.in.

87. How is booking done for Holiday Homes / Touring Officers Hostels?

Ordinarily, the booking is released on 'first-come first-serve' basis in terms of booking ID No. generated after submission of online application in the website holidayhomes.nic.in.

Priority shall be given in the following order:

- a. Sitting Member of Parliament
- b. Serving Central Govt. Employees
- c. Retired Central Govt. Employees
- d. Serving/Retired employees of State Governments/Union Territories /Central PSUs/Autonomous/ Statutory bodies employees
- e. Others

In Touring Officers Hostels priority shall be given to serving Central Government officials who are on official tour.

Member of Parliament shall be given priority over others subject to availability of accommodation on the date of receipt of request by the Allotting Authority.

88. What is the time limit for submission of online application for Holiday Homes / Touring Officers Hostels?

Serving Central Government employees can apply online within 60 days from the Check-in-date.

Retired Central Govt. Employees can apply online within 15 days from the Check-in-date.

Serving/Retired employees of State Govts/Union Territories/PSUs/Statutory/Autonomous Bodies under the Central/State/UT can apply within seven days from the Check-in-date.

89. What are the charges and terms and conditions for booking the Holiday Homes / Touring Officer's Hostels?

For all details regarding charges and terms and conditions for booking the Holiday Homes / Touring Officer's Hostels may kindly be seen from holidayhomes.nic.in.

XV. MISCELLANEOUS

90. How to surrender Government accommodation?

- During the period of allotment, the allottee is required to give at least 2 days notice to the Directorate of Estates before vacating the premises. In case the allottee fails to give notice he/she shall be responsible for payment of 10 days licence fee or the number of days short of 10 days.
- Before vacating the premises, the allottee should get the electricity, water and gas (wherever PNG available) connections disconnected and final bill settled with the local bodies.
- The allottee should hand over the vacant possession of the accommodation to the concerned CPWD Service Centre after getting inventories checked. The allottee should obtain the vacation report, duly signed by the JE concerned. A copy of the vacation report should also be sent to the Directorate of Estates.

- Date of vacation of the quarter will be the date of issue of the vacation report by the Junior Engineer, CPWD concerned.

An allottee who surrenders the GPRA will not be considered for allotment again for a period of one year from the date of such surrender.

91. Can the Government accommodation be used for any commercial purpose by the allottee?

No, the General Pool Residential Accommodation is allotted to a Government servant for bonafide use of residential purpose only. If any allottee uses the government premises for any purpose other than that for which it has been allotted, it will amount to cancellation of that allotment.

92. Can the allottee undertake additional construction in the accommodation, garage etc.?

No. No unauthorised construction, even temporary in nature, can be undertaken by an allottee. In case such unauthorised construction are reported to the Directorate of Estates, the allottee shall be issued show cause notice for removal of the same within a period of 30 days failing which the allotment is liable to be cancelled, with all penal consequences, after expiry of the notice period.

93. How mutual exchange of accommodation can be sought?

For the personal convenience of the two allottees, mutual exchange of accommodation is permitted on a request received from both allottees through their respective departments.

Such exchange is however, permissible only in case both the residences are in the same type/category and locality/floor and both the officers are reasonably expected to be on duty in Delhi and to reside in their mutually exchanged residence for at least six months.

94. What is the procedure for getting an alternate accommodation in case of a residential accommodation declared as unsafe/dangerous?

In cases where individual houses in a Government colony are declared as unsafe/dangerous, an alternate allotment of accommodation shall be made. On receipt of an application from the allottee and a declaration (Certificate) by the Executive Engineer(Civil), CPWD of the concerned area of the Colony that the house is unsafe/dangerous, the allottee shall be asked to bid for an accommodation for identified vacancies in the same locality or nearby locality online for priority allotment where such occupants would be given priority in the same type of accommodation over unified (change/initial) waiting list.

95. What is the alternative arrangement for existing allottees in case of complete Government residential colony declared as unsafe/dangerous?

In case a complete government colony declared as unsafe/dangerous, the allottees of such colonies shall be placed enbloc over the unified (change/initial) waiting list for same type of accommodation and the allottees may make preferences of houses in the ASA for allotment.

96. Can an allottee have a temporary allotment of accommodation for marriage/social purposes?

Yes. An allottee can have a temporary allotment of Government accommodation of the type to which he is entitled or one type below his entitlement, in the same or nearby locality, for the marriage of any member of his family or self and for any social purposes.

The period of allotment is normally restricted to 7 days and the application on the prescribed format is required to be submitted along with necessary documentary proof 15 days in advance before the function.

Licence fee at the following rates is payable in advance for the period of temporary allotment:

Sl. No.	Type of accommodation	Rates of licence fee per month
1.	Type-I to IV	Three times of Special Licence Fee
2.	Type-IV(Spl.) to Type VI-B(C-I)	Five times of Special Licence Fee

97. What are the rates and procedures for temporary allotment of bungalow No.5, Ashoka Road, New Delhi for marriage and social purposes?

The temporary allotment shall be made to the following:

1. Central Government employees eligible for GPRA for the marriage of their sons, daughters, brothers, sisters, grandsons and granddaughters.
2. Central Government employees working in ineligible offices/public sector undertakings/state governments
3. Members of Parliament (MPs) and other persons for their direct dependents.

Procedure

The applicant has to apply for bungalow No.5, Ashoka Road 'Online' on the website of the Directorate of Estates six months in advance for prior dates. The available dates are in display in ASA. The applicant may choose date(s) as per his programme. On completion of the application, the applicant shall download a hard copy of the application from the website and submit the same to the Information and Facilitation Centre of Directorate of Estates at ground floor, Nirman Bhavan (near Gate No.1) duly forwarded by the office of the applicant (in case of serving employees) along with identity card, PPO etc. In case of others hard copy of application shall be submitted directly to the Directorate of Estates.

On receipt of complete hard copy of the application in the Directorate of Estates, the request of the applicant for temporary allotment shall be included in the waiting list for day(s) of temporary allotment after verification. Allotment will be made through Automatic System of Allotment every Monday and intimation will be sent to the applicant for payment of licence fee and security deposit to the Directorate of Estates. On receipt of necessary charges, an allotment letter will be issued to the applicant.

In case, the first applicant has not paid the requisite Licence fee etc., within 7 days, then the allotment shall be made to 2nd and then 3rd applicants respectively. If no application is received prior to 6 months for any date, the allotment shall be made on first-cum-first-serve basis.

The period of allotment shall not exceed 5 days in any case.

The allotment shall be given to different persons, who apply six months before the date of booking, in the following order of priority:-

- (i) Central Government employees eligible for GPRA.

- [In this category if more than one applicant for the same date, allotment will be made to the applicant with higher basic pay]
- (ii) Sitting MPs of Parliament.
[In this category if more than one applicant for the same date, Senior MP will be considered for allotment. In case seniority of MPs is same then allotment will be made to senior most MP in age]
- (iii) Retired Central Government employees.
[In this category if more than one applicant for the same date, allotment will be made to the applicant with higher pension]
- (iv) Central Government employees working in ineligible offices
[In this category if more than one applicant for the same date, allotment will be made to the applicant with higher pay]
- (v) Ex-MPs and persons not falling under any of the above categories.
[First-cum-first-serve basis]

The applicants while applying for temporary allotment shall upload photograph and proof of identity online. The proof of identity shall be as below in respect of the following:

Central Government employees eligible for GPRAs	Identity Card issued by the office
Sitting Members of Parliament	Identity Card issued by the Parliament
Retired Central Government employees	Pensioner Identity Card or Pension Payment Card
Central Government employees working in ineligible offices	Identity Card issued by the office
Ex-MPs and persons not falling under any of the above categories	EPIC, Aadhaar Card, National Population Register Card, Pan Card, Passport or any other ID proof

The rates of licence fee and refundable Security Deposit shall be charged for the different categories of applicants:-

Sl. No.	Type of Applicant	Licence fee per day (Rs)	Refundable Security Deposit (Rs)
1.	Serving /retired Central Government Employees eligible for GPRAs and sitting Members of Parliament	20,000 + 5000 (Scavenging & cleaning charges)	25,000
2.	Serving /retired Central Govt. employees occupying Departmental Pool	30,000 + 5000 (Scavenging & cleaning charges)	25,000
3.	Ex-Members of Parliament and others not falling in any of the above categories.	40,000 + 5000 (Scavenging & cleaning charges)	25,000

Possession of the premises may be taken from CPWD Service Centre at Kushak Road, New Delhi on presentation of Allotment letter along with the Card for Wedding or Social function.

98. What is the procedure for refund in case of cancellation of booking for temporary allotment of bungalow No.5, Ashoka Road, New Delhi for marriage and social purposes?

On cancellation of booking of temporary allotment, the licence fee and the security deposit remitted by the applicant will be refunded, in case another booking has been made subsequently and security amount and licence fee has been deposited for the same date by another applicant.

However, only Security Deposit will be refunded in case of cancellation of booking and no alternative booking has been made subsequently for the same date.

99. For what purpose is the Vigyan Bhawan allotted and to whom?

Vigyan Bhawan is allotted for holding Departmental, National or International Conferences/Seminars by the Government of India, State Governments, PSUs and Autonomous Bodies in that order of priority.

Vigyan Bhawan is allotted to NGOs/Private Enterprises only if and for the days when the President, the Vice-President or the Prime Minister attend the function of the NGO/Private Enterprise.

[**Private Parties** - All organizations other than Government Departments, PSU/Autonomous Bodies under control of Ministries & departments are private parties for the purpose of the allotment and the licence fee.]

100. What is the procedure for booking of Vigyan Bhawan?

In case of Departments of Central Government and State Governments applications in the prescribed format may be submitted by an officer not below the rank of Joint Secretary to the Government of India or the Head of the Department.

In case of PSUs/Autonomous bodies and NGOs/ Private Party application must be submitted by the Head of the Institution.

Steps to apply:

Application for allotment must be submitted in the prescribed form available in Directorate of Estates, at least one week before the proposed date of the function. Applicants are advised to provide all details asked for in the form. The following steps need to be taken by applicants:-

- a. Availability of the venue must be ascertained from the Directorate of Estates.
- b. No Objection Certificate from the DCP Security (PM) must be obtained by the applicant
- c. In case of VVIP's participation, copy of the letter of consent to attend by the VVIP from the office of the VVIP should be furnished.
- d. In case of PSU/Autonomous Bodies and NGOs/Private Parties a No Objection Certificate from DCP New Delhi District is to be furnished.
- e. PSUs and Autonomous Bodies must submit a certificate from their nodal ministry (not below the rank of Under Secretary) vouching the purpose of application by the organization.
- f. **Application from NGOs/Private Parties will be considered for allotment only for the day on which participation of a VVIP i.e. President, Vice-President or Prime Minister of India is confirmed.**
- g. Full payment of licence fee (and security deposit in case of PSU/Autonomous Bodies/Private Parties) by Departmental/Official Cheque payable at par at Delhi (Demand Draft in case of Private Parties).
- h. Payment from outstation applicants will be accepted by Demand Draft/ Official Cheque payable at par at Delhi with supporting document from the office stating that the draft is made out of allocated funds of that Department/PSU/Autonomous Body.

Licence Fee includes charges for the venue, electricity and lighting, air-conditioning and the use of fixed audio and video equipments. When a conference is jointly organized by a Government Department and an autonomous body/PSU or Private organization, rates applicable to Government Departments will be charged if the payment is made by Government

cheque out of their budgetary allocation/fund; otherwise rates applicable to autonomous bodies/private parties would be charged.

Advance Booking:

- a. For international conferences and functions of international nature: upto 2 years before the date of function.
- b. For inter state conferences: upto 6 months before the date of function.
- c. For other functions: upto 3 months before the date of function

Application and Allotment:

- a. Completed application form with requisite documents and payment should reach Directorate of Estates at least one week before the date of function.
- b. All applications from Government Departments for booking up to 5 working days should be signed by an officer not below the rank of Joint Secretary to the Government of India or the Head of the Department. For any booking exceeding 5 working days the requisition should be approved by the Secretary of the concerned department.
- c. Minimum accommodation allotted will be a Committee Room. Minimum period will be one day.
- d. Merely ascertaining the availability of Vigyan Bhawan is not a guarantee for a confirmed booking. Booking will be confirmed only on receipt of all necessary documents and the prescribed licence fee is paid.
- e. Allotment is liable to be cancelled without prior notice if any VVIP visit to Vigyan Bhawan is notified by the DCP Security (PM) or the office of the VVIP.
- f. Allotment to private parties will be made only for the day when the VVIP's participation is confirmed through a letter of consent from the VVIP's office.
- g. Director of Estates reserves the right to cancel an allotment any time without assigning any reason. No damages can be claimed for such cancellation.

Postponement and Cancellation

- a. Notice for postponement/cancellation of a function should reach the Directorate of Estates at least 2 days prior the date of function (excluding the date of function) failing which refund of licence fee will not be allowed. In the event of cancellation/postponement of a function the following amount will be forfeited:
 - i) 20% of licence fee, if the cancellation is made with a notice of one month or more.
 - ii) 40% of licence fee, if the cancellation is made with a notice of less than a month, but more than 2 days before date of function.
- b. If the organizers are advised to postpone or cancel a function by the Directorate of Estates on account of any VVIP attended programme, full amount of licence fee will be refunded or adjusted against future booking.
- c. In case of cancellation or postponement of a programme resulting from the inability of the VVIP to attend the function, which was confirmed earlier, full amount of licence fee with security deposit is refunded.
- d. In case request for cancellation is due to non-issuance of NOC by DCP Security (PM), full amount deposited is refunded on production of certificate to that effect issued by the DCP, Security (PM).
- e. Cancellation charges will not be levied when a programme is shifted from a smaller hall to a bigger hall, subject to availability on the same date. Payment of difference of licence fee and fresh NOC would be required. If the shifting is from a bigger hall to a smaller one, no refund is admissible.
- f. Organisers should give intimation regarding cancellation of booking, in writing to the Directorate of Estates, Office of the DCP Security (PM), Caretaker, Executive

Engineer (Civil & Electrical), CPWD Vigyan Bhawan and the Manager, ITDC, Vigyan Bhawan Annexe.

Refunds

- a. Refund of licence fee is allowed on the basis of cancellation of allotment letter issued by the Director of Estates or on the expiry of allotment period, on receipt of occupation and vacation report from CPWD.
- b. Refund of security deposit after adjustment of damage and charges for overstay if any, is allowed on receipt of request from the party with original receipt of the deposit and pre-receipt for the amount, after the expiry of allotment period and confirmation of occupation and vacation from CPWD.
- c. In case requisite charges against booking has been deposited but other documents are incomplete up to one week before the proposed date of function and the event is ultimately cancelled, cancellation charges as mentioned in clause 7 (a) will be levied.

Overstay and Damages

- a. Damages to the furniture and fittings or losses of any kind caused during the use of accommodation are to be made good by the allottees. The CPWD staff attached to the building will determine the amount payable on this account and their decision will be final and binding on the allottees.
- b. In the event of overstay after 10:30 p.m. the allottee will be charged damages @ Rs.20000/- per hour or as may be decided by the competent authority from time to time. This amount is fixed by CPWD considering the running cost of electricity, air-conditioning plant etc.

101. What are the popular codes used in Automated System of Allotment in e-Awas?

Sl. No.	Popular Code	Code Description
1	CE	CERC
2	CM	CHAIRMAN-MEMBER
3	CS	COMPULSORY SHIFTING
4	DH	DEMOLISHED HOUSE
5	DP	DEPARTMENTAL POOL
6	EA	EXTERNAL AFFAIRS
7	EM	EARMARKED HOUSE
8	F0	GROUND FLOOR
9	F1	1ST FLOOR AND ABOVE
10	FS	FOREST SERVICES
11	GP	GENERAL POOL
12	JH	JUDGE-HIGH COURT
13	JS	JUDGE-SUPREME COURT
14	LM	LADIES MARRIED
15	LP	LADIES POOL
16	LS	LADIES SINGLE
17	ML	MEMBER - LOK SABHA
18	MR	MEMBER - RAJYA SABHA
19	OP	LONG VACANCY POOL
20	PB	PRASAR BHARATI
21	RP	RENOVATION POOL
22	SC	SCHEDULE CASTE
23	SE	SECRETARY EQUIVALENT
24	SF	CISF POOL
25	SG	SECRETARY TO THE GOVERNMENT OF INDIA
26	SH	SOLD HOUSE

27	SP	STATE GOVERNMENT POOL
28	ST	SCHEDULE TRIBE
29	TA	TRANSIT ACCOM.
30	TN	TENURE POOL (NON AIS)
31	TP	TENURE OFFICERS POOL
32	US	AACC.(UNSAFE)

102. What are the popular codes used in the Automated System of Allotment in e-Awas for various localities in Delhi?

S. No.	Locality Code	Locality Description
1	ABR	AHILYA BAI ROAD
2	ABS	ALBERT SQUARE
3	AGR	ATUL GROVE ROAD
4	AGV	ASIAN GAMES VILLAGE
5	AGX	ANDREWS GANJ EXTENSION
6	AKR	AKBAR ROAD
7	ALG	ALI GANJ
8	ANG	ANDREWS GANJ
9	ANP	ANAND PARBAT
10	APR	ALIPUR ROAD
11	ARB	ARAM BAGH
12	ARL	ARAM BAGH LANE
13	ARS	ARAM BAGH SQUARE
14	ASH	ASIA HOUSE
15	ASR	ASHOKA ROAD
16	AXP	ALEXENDRA PLACE
17	AZR	AURANGZEB ROAD
18	BAL	BARAKHAMBA LANE
19	BAR	BARRON ROAD
20	BBP	BABAR PLACE
21	BBT	B. B. TANK
22	BDL	BAIRD LANE
23	BDM	DR. BISHAMBAR DAS MARG
24	BDR	BHAGWAN DAS ROAD
25	BGM	BENGALI MARKET
26	BGR	BUNGALOW ROAD
27	BHN	BHARTI NAGAR
28	BHR	BER SARAI
29	BKH	BIKANER HOUSE
30	BKS	B K S MARG
31	BML	B. R. MEHTA (CURZON) LANE
32	BPN	BAPA NAGAR
33	BSM	BHAGAT SINGH MARG
34	CFR	CHELMSFORD ROAD
35	CGR	CHITRA GUPTA ROAD
36	CGV	COMMONWEALTH GAMES VILLAGE
37	CJT	CENTRAL JAIL TIHAR
38	CLS	CLIVE SQUARE
39	CNL	CANNING LANE
40	CNP	CHANAKYA PURI
41	COL	COPPERNICUS (LYTTON) LANE

42	COR	COLLEGE ROAD
43	CRR	CIRCULAR ROAD
44	CTL	CONNAUGHT LANE
45	CVP	CENTRAL VISTA PLACE
46	CWR	CORNWALLIS ROAD
47	CWS	CORNWALLIS SQUARE
48	CZR	CURZON ROAD
49	DAR	DARYA GANJ
50	DFC	DEFENCE COLONY
51	DHS	DALHOUSIE SQUARE
52	DKS	DILKUSH SQUARE
53	DLS	DHOLPUR HOUSE
54	DVN	DEV NAGAR
55	DWK	DWARKA
56	DXL	DUPLEIX LANE
57	DXR	DUPLIEX ROAD
58	DZA	D. I. Z. AREA
59	DZS	DIAZ SQUARE
60	EDS	EDWARD SQUARE
61	ELL	DR H C MATHUR LAN
62	ESC	EASTERN COURT
63	FBL	FIRE BRIGADE LANE
64	FCS	FOCH SQUARE
65	FHS	FRENCH SQUARE
66	FSR	FEROZ SHAH ROAD
67	FTR	FACTORY ROAD
68	GK	GREATER KAILASH
69	GKS	GREATER KAILASH
70	GLB	GULABI BAGH
71	GLM	GOLE MARKET
72	GMP	GULMOHAR PARK
73	GRB	GAURD BARRACKS
74	GRR	GURUDWARA RAKAB GANJ ROAD
75	HGS	HAIG SQUARE
76	HML	H C MATHUR LANE
77	HMR	HUMAYUN ROAD
78	HNL	HANUMAN LANE
79	HNR	HANUMAN ROAD
80	HPA	HUDCO PLACE EXTENSION
81	HPL	HUDCO PLACE
82	HRN	HARI NAGAR
83	HST	HASANPUR TANK
84	INA	I N A RAJYA SABHA AWAS
85	IRH	IRVIN HOSPITAL
86	JAC	JALEBI CHOWK
87	JAH	JAISALMER HOUSE
88	JBN	JOR BAGH NURSERY
89	JDM	JODHPUR MESS
90	JFS	JOFFEREE SQUARE
91	JLV	JAL VIHAR COLONY
92	JMN	JAM NAGAR
93	JMR	JANTAR MANTAR ROAD
94	JNM	JAWAHARLAL NEHRU MARG

95	JNP	JANPATH
96	JPH	JAIPUR HOUSE
97	JSH	JAISALMER HOUSE
98	JWM	JAWAHAR MARKET
99	KBA	KALIBARI APARTMENTS
100	KBL	KARBALA
101	KBM	KALI BARI MARG
102	KBN	KASTURBA NAGAR
103	KER	K. E. R MESS
104	KGM	KASTURBA GANDHI MARG
105	KKD	KAR KAR DOOMA
106	KKM	K. KAMRAJ MARG
107	KKN	KAKA NAGAR
108	KLB	KAROL BAGH
109	KLV	KALYAN VAS
110	KMM	KRISHNA MENON MARG
111	KNE	KIDWAI NAGAR (EAST)
112	KNN	KAMLA NEHRU NAGAR, GHAZIABAD
113	KNW	KIDWAI NAGAR (WEST)
114	KOH	KOTHALI HOUSE
115	KPM	KHYBER PASS MESS
116	KRP	KARAM PURA
117	KSH	KASHMIR HOUSE
118	KSN	P S KRISHNA NAGAR
119	KSR	KUSHAK ROAD
120	KTL	KOTLA LANE
121	KTR	KOTLA ROAD
122	KWC	KINGSWAY CAMP
123	LCR	LANCER ROAD
124	LCS	LAWRENCE SQUARE
125	LDC	LODI COLONY
126	LDE	LODI ESTATE
127	LDG	LODI GARDEN
128	LKS	LAKE SQUARE
129	LNR	LUCKNOW ROAD
130	LRC	LODI RAOD COMPLEX
131	LRR	LAWRENCE ROAD
132	LSS	LAURTON SQUARE
133	LXN	LAXMI BAI NAGAR
134	LYL	LYTTON LANE
135	MAH	MANDI HOUSE
136	MAR	MAULANA AZAD RAOD
137	MAV	MAYUR VIHAR
138	MBF	MBF
139	MBR	M. B. RAOD
140	MCH	METCALFE HOUSE
141	MDG	MADAN GIR
142	MDM	MANDIR MARG
143	MDR	MAHADEV ROAD
144	MDT	MODEL TOWN-III
145	MIN	MINTO ROAD
146	MIR	MIRDARD ROAD
147	MJM	MASJID MOTH

148	MKA	MUNIRKA
149	MKR	MAHABAT KHAN ROAD
150	MKS	MARKET SQUARE
151	MKT	MARKET ROAD
152	MLL	MAHARAJA LAL LANE
153	MLR	MALL ROAD
154	MMP	MOHAMMAD PUR
155	MNB	MEENA BAGH
156	MNM	MOTI LAL NEHRU MARG
157	MNP	MOTI LAL NEHRU PLACE
158	MNR	MAN SINGH ROAD
159	MOH	MOTIA KHAN
160	MPP	MAYA PURI PRESS COLONY
161	MRA	MINTO ROAD AREA
162	MRC	MINTO ROAD HOSTEL
163	MRL	MARKET LANE
164	MRM	MINTI ROAD (M S FLATS)
165	MRO	MINTO ROAD (OLD)
166	MSL	MATA SUNDRI LANE
167	MSR	MATA SUNDRI ROAD
168	MTB	MOTI BAGH
169	MTK	MOTIA KHAN
170	MTN	MODEL TOWN
171	MTR	MATHURA ROAD
172	MYP	MAYAPURI
178	NAS	NATIONAL STADIUM
179	NJN	NETAJI NAGAR
180	NJR	NIRANJAN ROAD
181	NKP	NANAK PURA
182	NMB	NEW MOTI BAGH
183	NMR	NIMRI COLONY
184	NNS	NICHOLSON SQUARE
185	NRA	NORTH AVENUE
186	NRL	NARELA (POLICE COLONY)
187	NRN	NAUROJI NAGAR
188	NUP	NEW USMANPUR COMPLEX
189	NWM	NORTH WEST MOTI BAGH
190	PBR	PROBYN ROAD
191	PDH	PATAUDI HOUSE
192	PHG	PAHAR GANJ
193	PHR	PESHWA ROAD
194	PIP	PINJRAPOLE
195	PKR	PANCHKUIAN ROAD
196	PKL	PARK LANE
197	PNN	NEW PREM NAGAR
198	PNP	PANDARA PARK
199	PNR	PANDARA ROAD
200	PPM	PT. PANT MARG
201	PQR	PURANA QUILA ROAD
202	PRL	PRESS LANE
203	PRN	PREM NAGAR
204	PRR	PRITHIRAJ ROAD
205	PSB	PRESS BLOCK

206	PSR	PRESS ROAD
207	PST	PARK STREET
208	PTL	PRITHVIRAJ LANE
209*	PTR	PRITHVIRAJ ROAD
210	PTS	PRESTING SQUARE
211	PUR	PUSA ROAD
212	PUV	PUSHPA VIHAR
213	PV	PASCHIM VIHAR
214	PVH	PRAGATI VIHAR
215	RBN	RABINDRA NAGAR
216	RBR	RABINDRA ROAD
217	RBS	ROBERT SQUARE
218	RCR	RACE COURSE ROAD
219	RFM	RAFI MARG
220	RJB	RAJA BAZAR
221	RJG	RAJOURI GARDEN
222	RJM	RAJAJI MARG
223	RJP	RANJIT PLACE
224	RJR	RAJPUR ROAD
225	RKM	RAMA KRISHAN MARG
226	ROH	ROHINI
227	RPR	DR. RAJENDRA PRASAD ROAD
228	RSA	ROUSE AVENUE
229	RSR	RAISINA ROAD
230	RZR	RANI JHANSI ROAD
231	SAL	SOUTH AVENUE LANE
232	SAM	SHAYAMA PRASAD MARG
233	SBM	SHAHEED BHAGAT SINGH MARG
234	SBR	SUNEHRI BAGH ROAD
235	SDE	SIDHARTHA EXTENSION
236	SER	STATE ENTRY ROAD
237	SFL	SAFDARJUNG AIRPORT LANE
238	SHE	SIDHARTHA EXTENSION
239	SHR	SHAHJAHAN ROAD
240	SJA	SAFDURJUNG DEVELOP. AREA
241	SJE	SAFDARJUNG ENCLAVE
242	SJL	SAFDARJANG LANE
243	SJN	SAROJINI NAGAR
244	SJR	SAFDARJANG ROAD
245	SKT	SAKET
246	SLP	SEELAM PUR
247	SMB	SEEMAL BAGH
248	SMM	SAN MARTIN MARG
249	SNN	SHASTRI NIKETAN
250	SNP	SHRINIVAS PURI
251	SOA	SOUTH AVENUE
252	SPM	SARDAR PATEL MARG
253	SQN	SADIQ NAGAR
254	SRP	SAMRU PLACE
255	SRR	SRI RAM ROAD
256	SSD	SATYA SADAN
257	SSP	SUJAN SINGH PARK

258	SUN	SUNDER NURSUREY
259	SWN	SEWA NAGAR
260	TBC	TIBIA COLLEGE
261	TDL	TODARMAL LANE
262	TDR	TODARMAL ROAD
263	TDS	TODAR MAL SQUARE
264	TGC	TUGHLAK CRESENT
265	TGH	TAGORE ROAD HOSTEL
266	TGL	TUGHLAK LANE
267	TGP	TUGLAK PLACE
268	TGR	TAGORE ROAD
269	THL	TELEGRAPH LANE
270	THM	THYAGARAJA MARG
271	THN	THYAGARAJA NAGAR
272	TJM	TEES JANUARY MARG
273	TKL	TILAK LANE
274	TKM	TILAK MARG
275	TKP	TALKATORA LANE
276	TKR	TALKATORA ROAD
277	TMH	TEEN MURTI HOUSE
278	TML	TEEN MURTI LANE
279	TMM	TEEN MURTI MARG
280	TMP	TIMARPUR
281	TRM	THYAGARAJA MARG
282	TSL	TANSMIT STADIUM LODI ROAD
283	TSM	TANSEN MARG
284	TSR	THOMSON ROAD
285	TUG	TUGHLAK ROAD
286	TYS	TAYLOR SQUARE
287	UBR	UPPER BELA ROAD
288	UDP	U.D.P NEHRU NAGAR
289	VGB	VIGYAN BHAVAN
290	VKJ	VASANT KUNJ
291	VKP	VIKAS PURI
292	VNM	VINAY MARG
293	VPH	VITHAL BHAJI PATEL HOUSE
294	VSV	VASANT VIHAR
295	WDP	WINDSOR PLACE
296	WNC	WILINGDON CRESCENT
297	WSS	WILSON SQUARE
298	WTC	WESTERN COURT
299	WTH	WESTERN HOUSE
300	ZHM	DR. ZAKIR HUSSAIN MARG