



ODISHA POWER TRANSMISSION CORPORATION LTD
QUARTERS ACCOMODATION RULES-2013



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(A Govt. Of Odisha Undertaking)

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1.0 TITLE AND EFFECTIVE DATE :

These Rules shall be called “**OPTCL Quarters Accommodation Rules-2013**”. These Rules shall come into force from the date of notification.

1.1 OBJECTIVE :

These Rules are intended to regulate allotment of residential quarters to eligible employees of OPTCL and frame conditions for such purpose.

1.2 APPLICABILITY :

(i) These rules shall be applicable to all regular employees of employees of the Corporation.

(ii) These Rules shall also applicable to the Functional Directors of OPTCL who were appointed on tenure basis.

(iii) These Rules shall also applicable to those who are on deputation to OPTCL from Central/State Government or from government undertakings provided that the deputationist has opted for the benefits from OPTCL.

1.3 DEFINITION : In these rules, unless the context otherwise requires :-

- i “**OPTCL**” means Odisha Power Transmission Corporation Ltd.
- ii “**Allotting Authority**” means Director (HRD) for Corporate Office and Head of the Unit of Field Units.
- iii “**Competent Authority**” means CMD or any official authorised by the Board of Directors.
- iv “**Board of Directors**” means Board of Directors (BoD) of OPTCL.
- v “**Employee**” means executive as well as non-executive employees including those under probation and excludes the following:
 - a. NMR & Contingent Labour
 - b. Contract labour engaged by Contractors
 - c. Consultant/Adviser
 - d. Persons engaged on contract basis
 - e. Persons engaged through any Outsourcing Agency
 - f. Trainees
- vi “**Members of family**” means and includes Father, Mother, Husband, Wife, Son, Daughter.
- vii “**Retirement**” includes retirement on superannuation, voluntary retirement and resignation from the service of OPTCL.

- viii **“Normal Rent”** means the minimum rent payable for a residential accommodation as notified by OPTCL from time to time.
- ix **“Standard Rent”** means 4 (four) times of normal rent.
- x **“Penal Rent”** means 5 (five) times of the standard rent.
- xi **“ Quarters”** means the quarters of the Corporation at Bhubaneswar and at all Units / Branches of the Corporation notified as such for the purpose. It includes the residential accommodation constructed, purchased or otherwise acquire by the Corporation from time to time.
- xii **“Application Seniority”** is seniority calculated from the date of receipt of the application for the allotment of quarters by the Allotting Authority.
- xiii **“Quarter Allotment Committee”** means the Committee constituted with the power to recommend to the Competent Authority for allotment of residential quarters based on allotment criteria and vacation of quarters within the framework of these rules.
- xiv **“Stationary posts”** means such posts the incumbent of which are not transferable outside the city/town.
- xv **“Transferrable posts”** means such posts the incumbent of which are periodically transferrable throughout Odisha.

1.4 ELIGIBILITY : The different types of quarters to which different types of employees shall normally be eligible are :

Sl No	Qtrs Type	Eligibility as per Grade
1	5R	CMD, Functional Directors*
2	4R- C (Duplex Type)	CGM, Sr. GM & GM (E-8 to E-10)**
3	4R(S) , 4R(F)	DGM, AGM, Manager (E-5 to E-7)
4	3R(S),3R(F), D(F) OB Appt	Dy Mgr, Asst. Mgr, Jr Mgr, SO, SO Sr., Sr PS, PS, PA (E-2 to E-4)
5	2RB / E	Supervisory-A/B/C, H.Sk-A/B
6	2RA /F	Skilled A, B & C***
7	2R, 1R, 2R-C accommodation in Chandrasekharpur	Semi Skilled-A/B, Unskilled

* If the qtrs are lying vacant for a longer period due to non availability of applicants from the aforesaid officers, then only the allotment of such vacant qtrs to CGM may be considered.

** If the qtrs are lying vacant for a longer period due to non availability of applicants from the aforesaid officers, then only the allotment of such vacant qtrs for DGM & AGM may be considered.

***The class-IV employees, who have completed minimum 30 years of service, may be considered for allotment of 2RA/F type of qtrs, where there is no applicant from the aforesaid category.

- i Provided that the officers/employees who are in occupation of quarters under the existing regulations but are not entitled to under the above classification shall continue to occupy till they vacate.
- ii Where the rank of officer/employees does not find place in the above classification of entitlement, the Allotting Authority will decide the entitlement in consideration of his pay scale.

1.5 ALLOTMENT CRITERIA :

- i For each type of residence, different seniority list will be maintained for the following categories of the employees

1. Employees holding stationary post
2. Employees holding transferrable posts

Allotment shall be made on the basis of Seniority List drawn for the purpose of accommodation of quarters to the condition.

- ii For accommodation of quarters in OPTCL Colony, Bhoinagar/ Chandrasekharpur, besides Head Quarters office, the employees of the following Field offices are also eligible. A separate Seniority List should be maintained for the applicants of these offices. They should apply to the Allotting Authority of the Head Office through their Unit Heads.
 - a. Telecommunication Circle Bhubaneswar
 - b. Telecom Division-I Bhubaneswar
 - c. EHT (O&M) Division Bhubaneswar
 - d. E&MR Division Bhubaneswar
 - e. EHT (C) Circle Bhubaneswar
 - f. EHT(C) Division Bhubaneswar
 - g. Stores Circle Bhubaneswar
 - h. Stores Division Bhubaneswar
 - i. Office of Sr GM(TP & C) Bhubaneswar
 - j. Civil Works Circle Bhubaneswar
 - k. Civil Works Division Bhubaneswar

- iii In case of non-availability of eligible type of quarter the case of the employee shall be considered for next lower type of quarter on priority basis, if the concerned employee

is interested to take a lower type quarter. The application seniority shall however be maintained till eligible type of quarter is allotted to the employee.

In one meeting of the Quarter Allotment Committee maximum 30% of the available vacancy of a particular type quarter can be allotted in the next below rule. In the case of non-availability of applicants in the waiting list, this percentage can be increased.

- iv Besides, certain quarters will be earmarked for executive like Unit Head / Doctors / Head of Finance & HRD Wings, etc. and at Bhubaneswar for Senior executives on transfer to Bhubaneswar as deemed proper by the Competent Authority without recommendation of Quarter Allotment Committee.
- v At least 20% of the quarters shall be should be earmarked for transferable employees.

1.6 APPLICATION FOR ALLOTMENT :

- i The OPTCL employee, who desires to have an allotment of residence, shall submit an application to the Allotting Authority in the prescribed proforma enclosed at **Annexure-I**. The application submitted by an employee shall be allotted a serial number and date of receipt by the Allotting Authority and the serial number shall be communicated to the applicant in the form of a receipt in **Annexure-II**. A Register indicating the date of application and date of receipt of such application, shall be maintained in the office of the Allotting Authority, which will be duly placed before the Quarter Allotment Committee for scrutiny of the application at the time of consideration for allotment of quarters.

The Units of OPTCL where ERP HR-Module has been implemented, the employees has to apply for the allotment quarter through Employees Self Service.

- ii The application will remain valid till the applicant gets the quarter, withdraws the application for allotment of quarter or transfers outside that city/town. The concerned Department / Wing shall maintain a waiting list of applications and shall arrange the applications in order of seniority, in allotment of residential accommodation.
- iii A priority waiting list for allotment of residences will be drawn by the Allotting Authority in consideration of the applications received. The list will be according to the applicant's entitlement of the type of residence, the date of his application, the date of his last joining in any post in the particular station. The waiting list shall be notified in the notice board once in every six months.

If two or more applicants for allotment of the same type of residence are received on the same date and all the applicants belong to one category, the applicant drawing higher pay shall be preferred over the others. In the case of equality of pay, the senior applicant shall have preferred over the other.

- iv Application for change of quarter will not normally be entertained. However, only in extreme cases on genuine grounds, this may be considered, by the Allotting Authority, on the basis of recommendations of the Quarter Allotment Committee.

Provided that no officer shall be allowed to change of allotment within the same type more than once during one period of continuous stay.

1.7 QUARTER ALLOTMENT COMMITTEE:

- i** The Quarter Allotment Committee will be constituted with the approval of CMD in Hqrs and Circle Head in field Units.
- ii** The allotment of residential accommodation shall be taken by the Allotting Authority on the basis of recommendation of the Quarter Allotment Committee consisting of persons one each from Finance, Technical & HRD Wings as members where the HRD Representative shall function as Member Convenor in the Head Office. In Head office Director(HRD) should act as the Chairman of the Committee. In the field units the Unit Head should act as Chairman as notified from time to time. In addition, the Engineer in charge of Repair and Maintenance of Quarters will be an additional member of the Committee.
- iii** The Quarter Allotment Committee shall consider all pending applications and recommend allotment on the basis of vacancies available for allotment as per allotment criteria.
- iv** The Allotting Authority will allot residence/quarters on the recommendations of the Quarter Allotment Committee. However in case of recommendation for out of turn allotment, approval of CMD shall be taken.

1.8 ALLOTMENT OF RESIDENTIAL QUARTER

- i.** Allotment of quarter shall be made as per availability of vacant quarters only. Under no circumstances allotment shall be made in anticipation of vacancy.
- ii.** The Officer / employees to whom a residence has been allotted shall be bound by the terms and conditions of allotment detailed in the order of allotment.
- iii.** Joint allotment of a Quarter to more than one officer/employee will not be permitted.
- iv.** Though Trainees are not covered under this policy the Allotting Authority can on special circumstances can give joint allotment to the trainees (Trainees appointed against regular posts) on payment of rent which will be shared equally between them.

1.9 ALLOTMENT ON SPECIAL CONSIDERATION

The Corporation reserves the rights to allot residential accommodation on out of turn basis on exceptional or special cases on administrative ground or compassionate ground with the approval of Competent Authority in the following cases:

- i** Employees covered under the Persons with Disabilities, Equal Opportunity, Protection of Rights and Full Participation Act,1995 on production of the Certificate of Disability.

- ii Personal Staff of whole time Functional Directors subject to a maximum of one in the service tenure for each such Director on specific recommendations of concerned Functional Directors.
- iii Personal staff of CMD on recommendation of CMD.
- iv Officer employees of Dispensary/ Transit House. The allotment to such categories of officers/employees shall be purely on the basis of requirement of the services of the employees beyond normal office hours.
- v Son/Daughter/ Wife of the officers/employees of OPTCL who is in service of OPTCL at the time of retirement/death , who secures an appointment within four(4) months of death/retirement.

1.10 RETENTION OF ACCOMMODATION :

- i In case of Transfer:** An employee, if transferred can retain the quarters in old station for **one month** from the date of his relief on payment of Normal Rent of licence fee and subsequent **two months** on payment of Standard Rent , if a quarters is meant or allotted at the new place of posting.

If no quarters is meant or allotted at the new station, the employee can retain the quarters in old station for **four months** from the date of his relief on payment of Normal Rent of licence fee and subsequent **two months** on payment of Standard Rent

Provided that in case of transfer, if an employee who has school / college going children residing with him is transferred between 15th August and the 31st May of the succeeding calendar year the competent authority may allow retention of residence till the expiry of a week after the completion of annual examination or academic year, whichever is earlier. In such case, the employee will be required to produce evidence in support of his / her claim and there is no administrative inconvenience. Retention of quarters for **first six months**, he/she shall pay Normal Rent of Licence fee and remaining months on payment of standard rent of Licence fee. Beyond that period the allottee shall pay the Penal Rent.

No rent free accommodation shall be allowed in case of retention of quarter at other unit.

In case of transfer from Cuttack to Bhubaneswar and vice versa, the transferee can retain the quarters as Cuttack & Bhubaneswar are twin city.

- ii In case of Study Leave:** An employee can retain the house / accommodation during period of his approved study leave & training .

iii In case of Retirement/Death: In case of retirement including Voluntary Retirement and death of an employee, the quarters can be retained up to four months on payment of normal rate of licence fee and up to another two months on payment of standard rate of licence fee. Provided that the rent for the above period is paid in advance.

In case of death of an employee while in OPTCL service, his/her family members, the quarters can be retained up to four months on payment of normal rate of licence fee and up to another two months on payment of standard rate of licence fee.

iv However, in aforesaid case of transfer, retirement and death, the Competent Authority on the recommendation of Allotting Authority on representation may allow retention of quarters up to a maximum period of one year on payment of standard rate of licence fee beyond the permissible period, if he is satisfied that the case under consideration is based on genuine / compassionate ground and vacation will cause great hardship to the concerned employee or family members as the case may be. In no case the quarters/ accommodation can be retained beyond one year.

v **In case of Resignation, Dismissal, Removal, Compulsory Retirement :** In case of resignation, dismissal, removal, compulsory retirement as a major of penalty and termination of service the permissible period of retention is up to one month on payment of normal rate of licence fee.

vi Unless otherwise provided, a residence allotted to an employee may be retained on payment of normal rent on the happening of any of the events specified above for the maximum period as mentioned in the table below , provided that the residence is required for the bonafide use of the concerned employee or members of his family and a representation has been made to the Competent Authority :

Sl No	Event	Permissible period of retention
1	2	3
i)	Resignation, dismissal, removal, compulsory retirement as a measure of penalty and termination of service	Up to 1 (one) month
ii)	In case of transfer : (a) If a quarter is meant or allotted at the new place of posting (b) If no quarters is meant or allotted at the new place of posting	(a) Up to 1 (one) month (b)Up to 4 (four) months
iii)	In case of retirement including retirement under any Voluntary Retirement	Upto 4 (four) months Provided the rent for the above period is paid in advance
iv)	In case of death of an employee	Upto 4 (four) months (To the family members)

vii Any retention beyond the period of which written permission is given will be treated as unauthorized occupation and the occupant shall be liable to pay penal rent, which is five times the Standard Rent.

viii **Temporary allotment:** Temporary allotment for a period of 10 days for the purpose of marriage / function of an employee of OPTCL shall be given on payment of normal rent which is to be proportionately calculated subject to the vacancy of a Quarter. After 10 days of the function, if the premises will not be vacated then Penal Rent not exceeding ten times of the proportionate amount shall be charged.

1.11 RENT PAYBLE FOR ACCOMODATION :

- i. The employee will have to pay the scheduled rent as notified from time to time.
- ii. All recoveries on account of rent and other allied charges to be paid by the employee shall be deducted from his pay bill / any dues to the employee and such deduction shall be deemed as authorised deductions.
- iii. No employees is allowed to avail rent free accommodation.

1.12 OTHER CHRGES/TAXES

Water Charges, Energy Charges, Municipal Taxes wherever applicable, shall be charged as admissible and notified from time to time.

1.14 VALIDITY OF ALLOTMENT

- i The allotment of a residence shall be effective from the date on which it is occupied by the Officer/Employee concerned and shall continue until:
 - a. It is cancelled by the Allotting Authority or deemed to be cancelled under these regulations.
 - b. It is surrendered by the Officer/Employee concerned
 - c. The officer/employee ceases to occupy the residence.
- ii An officer/employee may at any time surrender an allotment made to him/her under these regulations and if he does so,
 - a. He will not retain any right on the particular residence allotted to him.
 - b. He will be entitled on a fresh application made in this behalf to another allotment from such date as he may mention in the application, but not earlier than six months from the date of vacation of the residence after its surrender.
- iii Any officer/employee surrendering an allotment under these regulations shall send to the allotting authority a letter at least ten days before the date of vacation of his residence. The allotment of the residence shall be deemed to be cancelled with effect from the 11th day from the date on which the letter is received by the allotting authority.

1.15 CANCELLATION OF THE ALLOTMENT

- i If an Officer/Employee fails to accept the allotment of a residence allotted to him under these regulations within 7(seven) days after date of allotment or fails to occupy the accommodation against the allotment within one month from the date of allotment or from the date of completion of Civil / Electrical works, whichever is earlier such allotment will automatically be cancelled.
- ii Such employee shall not be eligible for another allotment for a period of one year from the said date. He has to apply afresh for another allotment under these regulation.
- iii The residence in question shall be re-allotted in accordance with the provision of these regulations.
- iv Any previous allotment of residence made to the employee shall be deemed to be cancelled with effect from the date of occupation of the newly allotted quarters.

1.16 EVICTION AGAINST UN-AUTHORISED OCCUPANTS

- i. If an employee un-authorisedly occupies a quarter beyond the permissible period of retention, necessary legal action under Orissa Public Premises (Eviction of unauthorised occupant) Act,1972 shall be initiated to evict such employee.
- ii. The Officer in charge of colony maintenance will bring to the notice of Allotting Authority the list of such unauthorised occupants immediately under intimation to the Convenor of the Quarter Allotment Committee.
- iii. On recommendation of the Officer in charge of Colony maintenance the Unit Head in case of Unit and Director (HRD) in case of Corporate Office will initiate legal action against such unauthorised occupants.

1.17. GENERAL PROVISIONS

- i The Officer/Employee when taking possession of a house, is required to report about the occupation of the said quarters to the Allotting Authority/ Head of his wing/ Officer in charge of Civil Works/ Electrical Maintenance in Charge of House and such other authority as may be prescribed from time to time and he/she is also required to give the date and signature in the register maintained for the purpose from which date rent will accrue, failing which the date to be supplied by the concerned officer-in charge of the house will be taken for rent assessment.
- ii Any officer/employee surrendering an allotment under these regulations shall send to the allotting authority a letter at least ten days before the date of vacation of his residence. He shall in no case hand over the residence directly to his successor allot tee or to any other person. Vacant possession of such

building shall be handed over in verifying to the Officer in charge of Civil Works, who shall keep the quarters under lock and thereafter shall send vacation report to the allotting authority.

- iii No officer/employee shall sublet a residence allotted to him or any portion thereof or any of the out-houses thereto. Subletting does not include casual guest.
- iv If an officer/ employee sublets a residence allotted to him or any portion thereof or any of the out-houses appurtenant thereto, he shall without prejudice to any other action that may be taken against him, be charged the standard rent of the residence calculated at the current capital cost of the period of such subletting. Besides, his allotment will be cancelled and he will be deprived from getting a quarters for a period of one year from the date of detection of such subletting.
- v The officer/ employees to whom a residence has been allotted shall be personally responsible for the rent thereof and for any damage, beyond fair wear and tear, caused thereto or to the service provided therein by OPTCL during the period for which residence has been and remains allotted to him.
- vi The officer/ employee to whom a residence has been allotted will be required, when he enters into occupation and when he vacates the residence to sign an inventory of the electrical and public health fittings.
- vii The officer/ employee to whom a residence has been allotted shall not permit trees or plants which have been planted by or under orders of OPTCL in premises, to be cut down or lopped except with the consent of the office in charge of the building or shall any office/employee plant any big trees such as mango, jack fruit etc., which are likely to damage the building. He will be responsible for keeping the compound clean.
- viii If the officer/employee to whom a residence has been allotted commits any breach of these Regulations or uses the residence, or premises or permits the residence, or premises to be used for any purpose which the Allotting Authority considers to be improper or it is found that the employee has knowingly furnished incorrect information in any application or written statement with a view to securing an allotment, the allotting authority may without prejudice to any other disciplinary action that may be taken against him:-
 - a) Require him to vacate the residence and may allot it to another employee.
 - b) Declare him to be ineligible for residence in the same headquarters during a specified period. For the purpose of this regulation 'Improper use' shall includes:-
 1. Creating unauthorised structures in any part of the residence so as to be potentially damaging to the existing structures or so as to inconvenience an occupant of an adjoining quarters.
 2. Using the residence or a portion thereof for purpose other than those for which they are meant; and
 3. Unauthorised extension from electric and water connection or tampering therewith.

1.18 SAVINGS, AMMENDMENTS AND INTERPRETATION

- i** The Management reserves the right to add or amend, alter, modify, omit any or all provisions of the Rules contained herein for reasons to be recorded in writing, after giving due notice as is considered necessary to all concerned.
- ii** In the matter of interpretation of anything contained in these Rules, the decisions of the Chairman cum Managing Director shall be final and binding on all concerned.

APPLICATION FORM FOR ALLOTMENT OF OPTCL QUARTER

1. Name of the applicant & Employee No.:
 2. Designation with Grade/Skilled category:
 3. Scale of Pay :
 4. Present Pay :
 5. Date of joining in the Organization :
 6. Date of Retirement :
 7. Date of joining in the present station :
 8. Marital status :
 9. New posting or joined on transfer :
 10. Name of Office :
 11. Whether prepared to accept a lower Type of Quarter in the event of non-availability of quarter for which the Employee is eligible :
 12. Date of application :
 13. Undertaking enclosed duly signed by me :
- :

Signature of the Applicant

Recommendation of : The information given above is correct.
Immediate Authority

**Signature
(Seal)**

UNDERTAKING

Name :

Designation :

Department :

1. In consideration of the allotment of residential accommodation, I do hereby agree that I would abide by the terms and conditions of OPTCL Residential Accommodation Rules,2013 and as amended from time to time.
2. I hereby agree that I would regularly make payment towards rent, energy charges, water charges and municipal dues if any wherever applicable and in the event of non-payment of such charges, OPTCL may at his discretion for such acts of default recover the dues from me and may impose any other penal or legal means.
3. I hereby agree that if in the event of any breach of the conditions of occupation, I am called upon to surrender the accommodation, I shall vacate and make over vacant possession of the OPTCL quarter within the reasonable period of notice as will be specified by the quarter allotting authority of their representative.
4. I do hereby undertake that I shall be held responsible for the safe and proper handling of the OPTCL property such as fixtures and furniture, electric and sanitary installations, etc. during the period of any occupation of the OPTCL quarters. No material structural alterations and additions to the residence during my occupation of the same will be effected by me without prior permission of the Competent Authority.
5. In case I fail to give my consent within 07 days from the date of issue of allotment order, I shall have to forfeit my claim.

Date

Signature of the Applicant

**FORM OF ACKNOWLEDGEMENT OF RECEIPT OF APPLICATION FOR
ALLOTMENT OF RESIDENCE**

Receipt an application from Ms/Mr. _____
for allotment of Type _____ residence in OPTCL Colony. Following reference
is to be quoted for any correspondence in connection with house allotment.

REFERENCE NO:

Signature of the Receiving Officer
Designation: