

Government of West Bengal

Public Works Department
Common Service Branch
Writers' Buildings, Kolkata-1

MEMORANDUM

No. 532 -CS/3R-4/14

Dated: 22nd July 2015

The undersigned is directed to frame up the following guideline regarding allotment of Quarters/ Flats/ Rooms in Rental Housing Estates under the control of Public Works Department within the limit of Kolkata Municipal Corporation, Bidhannagar Municipality and New Delhi.

GUIDELINES REGARDING ALLOTMENT OF QUARTERS/ FLATS/ ROOMS IN RENTAL HOUSING ESTATE UNDER THE CONTROL OF PUBLIC WORKS DEPARTMENT WITHIN THE LIMIT OF KMC, BIDHANNAGAR MUNICIPALITY AND NEW DELHI

1. Government Premises under the control of Public Works Department

1.1. Ministerial Quarters: There are around 20 Govt. Premises under the control of Public Works Department. Out of these premises the following quarters are earmarked for the Ministers/ Minister of State/ equivalents:-

Table - 1

Sl. No.	Name of Qtr.	Address	Qtr. Type	No. of Flats
1	Raj Bhavan	Raj Bhavan, Kol-1	MIC/MOS	8
2	Syed Amir Ali Ave.	62, Syed Amir Ali Ave., Kol-19.	MIC/MOS	4
3	Purbachal	Sec-III, Bidhannagar, Kol-91	MIC/MOS	5
4	Karaya Housing Estate	99/1, Karaya Road, Kol-19	MIC, MOS, PWD Officers & other officers	12
Total Ministerial Quarters				29

It may be mentioned here that MIC/ MOS under the State Govt. are entitled to enjoy rent free accommodation in these quarters.

1.2. Engineers Quarters: The following seven Govt. premises are earmarked for the Engineering Officers of the rank of Executive Engineers and above. But when such flat in these premises lying vacant and also the case of non-availability of such ranked Engineers arise, then the vacant flats are generally allotted to the AE from the seniority list (date of application) for their residential use. Quarters at Sl. No. 5 & 6 being smaller in cover area may be allotted to AE & SAE:-

Table - 2

Sl. No.	Name of Qtr.	Address	Qtr. Type	No. of Flats
1	Qtr. At 3, S.N.Roy Rd.	3, S.N.Roy Rd, Kol-38	P.W. Engineers	12
2	Qtr. At St. Goerges Gate Road	3/1, St. Goerges Gate Road, Hastings, Kol-22	P.W. Engineers	6
3	Engr. Qtr. At Gobra Rd	32, Gobra Rd, Kol-14	P.W. Engineers	8+2*
4	Qtr. At James Long Sarani	1, James Long Sarani, Kol-53	P.W. Engineers	7
5	Qtr. At Anil Roy Rd.	8, Anil Roy Road, Kol-29	P.W. Engineers	2
6	Superior Staff Qtr. At Commissariat Rd.	3, Commissariat Road, Hastings, Kol-22	P.W. Engineers	2
7	Beliaghata Sales Tax Complex	14, Beliaghata Road, Kol-15	P.W. Engineers	6
Total Engineers Quarters				46

*Different type

1.3. Shyamali Housing Estate: Shyamali Housing Estate at Block-EA, Sector-I, Bidhannagar, Kol-64 is the largest housing complex under the control of P.W.Deptt. There are 112 three roomed flats (Carpet area- 63.85 Sq. M) and 104 two roomed flats (Carpet area- 43.16 Sq. M) in S.H.E. Three roomed flats may be allotted to government employees having Grade Pay equal to or more than ₹5400/- and two roomed flats may be allotted to government employees having Grade Pay equal to or more than ₹2600/- but less than ₹5400/-.

Table - 3

Shyamali Housing Estate Block-EA, Sector-I, Bidhannagar, Kol-64		
Quarter Type	Grade Pay (for eligibility to apply)	No. of Flats
Three Roomed	> ₹5400/-	112
Two Roomed	> ₹2600/- and < ₹5400/-	104
Total Flats		216

1.4. Banga Bhawan, New Delhi: There are 7 (seven) Officers' quarters with attached bath for PWD officers and 35 Group 'D' quarters with common bathrooms for staff of Banga Bhawan, New Delhi.

1.5. State Govt. Circuit House: There are 4 (four) flats for Officers of rank of Secretary to Government and above at State Govt. Circuit House, 9/1, Hungerford Street, Kolkata - 17.

1.6. Group D Quarters: The following Govt. premises are earmarked for Group D employees of P.W. Department/ P.W. Directorate:-

Table - 4

Sl. No.	Name of Qtr.	Address	Qtr. Type	No. of Flats
1	Drivers' Qtr.	1/3, Buroshibatala Main Rd.	Gr. D quarter	16
2	Regional Employment Exchange, Khidderpore Campus	99/1, Karl Marx Sarani, khidderpore, Kolkata-23.	Gr. D quarter	6
3	Eden Garden Outpost	Eden Garden Outpost, Kol-21.	Gr. D quarter	5
4	Staff Qtr. At Gobra Road	32, Gobra Rd, Kol-14	Gr. D quarter	8
5	Cocola Garden	Behala, Manton	Gr. D quarter	8
Total Group 'D' Quarters				43

1.7. Menial Quarters: There are also few Govt. premises in which rooms with common latrine and common water facilities are provided to Gr. D employees. Since February, 2010, they are allowed to draw their HRA but have to pay ₹210 per month for the menial room vide this Deptt. G.O. No. 382-CS dt. 21.10.11. (approved by Finance Deptt.).

Table - 5

Sl. No.	Name of Qtr.	Address	Qtr. Type	No. of Rooms
1	Writers' Buildings Menial Qtr.	Writers' Buildings, Kol-1	Menial	64
2	Menial Qtr. At N. S. Bldgs.	New Secretariat Buildings, 1, K.S.Roy Rd, Kol-1	Menial	53
3	Menial Qtr. At 1, Buroshibtala Main Rd.	1, Buroshibtala Main Rd., Kol-38	Menial	23
Total Menial Rooms				140

2. Licence Fee/ Assessed Rent/ Rent for Residential Accommodation

2.1. Licence Fee: An allottee, in whose name a government quarter enlisted under Table – 6A is allotted, shall not draw any H.R.A. and apart from that shall pay a licence fee mentioned below.

Table – 6A

Quarter Type	Licence Fee
Engineers Quarter	₹400
Group D Quarter	₹50

2.2. Assessed Rent: An allottee of Shyamali Housing Estate shall pay assessed rent as mentioned below in Table – 6B and drawal of H.R.A shall be limited to the assessed rent paid by him/ her.

Table – 6B

Quarter Type	Assessed Rent
Shyamali Housing (3 roomed)	₹384
Shyamali Housing (2 roomed)	₹264

2.3. Rent: An allottee in the menial quarters under the control of this Department may draw H.R.A. as admissible to them but shall pay a fixed rent @ ₹210/- per month vide this Department's G.O. No. 382-C.S. dt. 21.10.2011.

3. Allotment guideline

3.1. Any intending Officer/ Employee can apply for a quarter/ room, for which he/ she is eligible, in any one or more premises of that category, to the Assistant Secretary-II, PWD & Competent Authority under the West Bengal Govt. Premise [Regulation of Occupancy] Act, 1984 through proper channel mentioning the particulars viz. name, designation, present residential address, reason of prayer for allotment of Govt. flat alongwith a copy of current pay slip.

3.2. Four separate registers shall be maintained for each quarter type mentioned in Table – 6A & 6B and another register for menial quarters for Group D employees.

3.3. All pending applications shall be renewed at an interval of every 2(two) years failing which names shall be struck off from the register. In other words, the govt. employees who have not been allotted any flat against their earlier applications within a period of two years from the date of submission of the application should submit fresh applications enclosing therewith receipt copies of their earlier applications.

3.4. A Government employee may apply for a flat/room in respective category if his/ her office headquarters is within the radius of 20 Km. from the respective quarter and having no accommodation within the local limits of Kolkata Municipal Corporation/ Bidhannagar Municipality.

3.5. Government quarters will not be allotted to an officer whose spouse has been allotted a quarter, except under specific circumstances.

3.6. Generally allotment shall be made on the basis of seniority of the applications received by the Department i.e. on first-come first-served basis.

3.7. Priority may be given to the following categories of applicants on ground of administrative reasons and urgency

- i) Officers and staff on transfer from districts to Kolkata having no accommodation in Kolkata;
- ii) Employees who are physically handicapped or suffering from serious ailment and undergoing treatment;
- iii) Employee who is near relative i.e. wife, son, daughter of any deceased Govt. employee who dies in harness and was in occupation of R.H.E./ Menial room;
- iv) Cases having specific recommendations of Minister/ Principal Secretary of Public Works Department for special circumstances.

3.8. Apart from the above, in cases where special consideration is required, flats may be allotted with prior approval of the Minister-in-Charge/ Secretary, Public Works Department and reasons for such consideration shall be recorded in writing.

3.9. Normally, at the time of first allotment the ground floor flat and top floor flat will be allotted. In circumstances where there is no claimant for first and second floor flat by way of shifting, first or second floor flat may be allotted to the new applicants. Decision for stoppage of shifting may be taken into consideration by the Government, if necessary, from time to time.

3.10. Before final allotment of a flat/room, every applicant shall be required to file a declaration (in the prescribed format) [Annexure-IV] to be countersigned by the DDO/ Head of the office in person of the concerned applicant.

3.11. In case of floor shifting (change within the same category), seniority will be determined as per the date of the application for change of floor for which a separate register would be maintained for each RHE. In no case floor shifting would be allowed for an allottee due to retire within one year.

3.12. In case of category shifting seniority will be determined as per the date of application after attainment of eligible Grade Pay. In case of allotment of flats an employee seeking category shifting should be considered first.

3.13. When a Government servant in occupation of Government residence retires (including Voluntary Retirement) from service, his/ her son, daughter, married daughter, daughter-in-law, or spouse may be allotted Government residential quarters on payment of normal licence fee, if the proposed allottee satisfies the following conditions:-

- i) Should be a Government servant eligible for allotment of Govt. residence of the same category, if he wants to retain the same quarter.
- ii) Should apply to the Competent Authority along with an undertaking from the retired Government servant within two months from the date of retirement.

3.14. Allotment will be cancelled in addition to the disciplinary action that may be taken against the allottee if he/ she –

- i) unauthorizedly sublets the quarters or makes commercial use of the flat;
- ii) effects any unauthorised structure in any part of the residence;
- iii) tampers with the electric or water connections;
- iv) puts the residence into improper use;
- v) conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with his neighbours;
- vi) has knowingly furnished incorrect information for securing allotment of the residence.

3.15. An employee who is allotted a Government quarter/ room is normally permitted to retain the same till it is surrendered by him or he ceases to occupy the residence or the allotment is cancelled/ deemed to have been cancelled for any reason by the Public Works Department.

3.16. Employees/ Families may be permitted to retain the quarters for the periods noted against the events in the Table-7 below, on payment of normal licence fee.

Table – 7

Sl. No.	Events	Permissible period for retention of the quarter
1	Resignation, dismissal, removal or termination of service or unauthorized absence without permission.	2 months.
2	Retirement or terminal leave or death	Normal licence fee for 2 months, double of the normal licence fee for another 2 months and four times of the normal licence fee for further 2 months.
3	Re-employment	During the period of reemployment on the same terms and conditions as a serving employee.
4	Transfer to a place outside the station (more than 20 Km away)	2 months.

- 3.17.**
- i) Those retired government employees willing to retain accommodation shall request their respective DDOs to deduct the applicable licence fee and HRA admissible (during the last month of service) in respect of the accommodation occupied by them for the period they want to retain the same from their last pay bill as mentioned in Sl. No. 2 of Table-7 above.
 - ii) Allotment of accommodation shall be automatically cancelled after allowing retention for a maximum period of 6 months by the PWD authority.
 - iii) However, allottees shall have the option to vacate the accommodation any time during the retention period.

3.18. When a Government servant in occupation of Government residence dies while in service, his/ her family member if he/she is also in Government service may be allotted Government accommodation on payment of normal licence fee on the following conditions:-

- i) The dependant employee should have resided with the deceased officer for at least six months prior to the date of death,
- ii) The dependant will be allotted the accommodation to which he/ she is entitled,
- iii) All dues/ outstanding pertaining to the premises occupied by the deceased employee should have been completely cleared.
- iv) Application for allotment may be submitted within a period of two months from the date of death of the allottee.
- v) The concession is not admissible if the deceased employee or the dependant owns a house/ plot at the place of posting.

3.19. After expiry of the licence due to retirement or death or transfer or otherwise the licensee would be allowed retention as laid down in para 3.16. After expiry of the said period process of eviction would be taken up without any further correspondence.

This will come into force with immediate effect.

sd/-

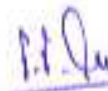
Joint Secretary (P), PWD

No. 532/1(7)-C.S.

Date: 22nd July 2015

Copy forwarded for information and necessary action to:

1. P.S. to Hon'ble MIC, PWD
2. P.S. to Principal Secretary, PWD
3. P.A. to E-in-C & E.O. Secretary, PWD
4. Deputy Secretary (Admin.), PWD
5. Establishment Branch, PWD
6. Financial Advisor, PWD
- ✓ E.E., PWD, IT Division for necessary uploading

✓ 

Joint Secretary (P), PWD

No. 532/2(6)-C.S.

Date: 22nd July 2015

Copy forwarded to the following officers with a request to please circulate the same among all concerned Superintending Engineers/ Executive Engineers of the Directorate for information and necessary action.

1. Chief Engineer (HQ), PWD
2. Chief Engineer (HQ), PWD (Roads)
3. Chief Engineer, Social Sector, PWD
4. Chief Engineer, South Zone, PWD, Kolkata
5. Chief Engineer, South Zone, PWD (Roads), Kolkata
6. Chief Engineer (Electrical)-I, PWD

Joint Secretary (P), PWD