

No.D.11014/1/2014-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT
MIZORAM SECRETARIAT, MIZORAM NEW CAPITAL COMPLEX, AIZAWL – 796001

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Dated Aizawl, the 6th August, 2024

OFFICE MEMORANDUM

Subject: Guidelines for regulating allotment of General Pool/AIS Residential Accommodation of the Govt. of Mizoram and its related matters.

In order to regulate allotment of General Pool/AIS Govt. Residential Accommodation, cope with related local issues and to meet new challenges in line with changing circumstances, it is felt necessary to have broad guidelines that are updated and relevant. Therefore, in supersession of Govt. O.M. No.D.11014/1/2019-GAD(GM), Dt., 14th April 2021 and without prejudice to the provisions of FR&SR, revised Guidelines in respect of General Pool/AIS Residential Accommodation are hereby laid down and shall come into force with immediate effect until further orders:-

1. Procedure of Allotment:-

1.1 Entitlement:-The following criteria shall be adopted for determining the entitlement of various types of Govt. quarters:

a.	Employee who holds a post carrying Pay Level 1 to 3 : Up to Type I
b.	Employee who holds a post carrying Pay Level 4 and 5 : Up to Type II
c.	Employee who holds a post carrying Pay Level 6 to 9 : Up to Type III
d.	Employee who holds a post carrying Pay Level 10 to 12 : Up to Type IV
e.	Employees who holds a post carrying Pay Level 13 and 13A and holds senior administrative functional post of Joint Secretary/Head of Department or other equivalent administrative posts: Up to Type-V
f.	Employees who holds a post carrying Pay Level 14 and holds senior administrative functional post of Secretary to the Government or equivalent administrative posts: Up to Type-VI Note: Officers belonging to All India Service/ <i>Central Civil Service</i> may be considered for allotment of Type-V and VI in the Quarters specially reserved for them and Pay Scales/Pay Level may also be relaxed by the Allotment Committee with proper justifications
g.	VIP, Ministers, etc. : Type VII/VIII/Bungalow
• <i>Note : For the purpose of determining entitlement, Pay Level means the Level of Pay for the post to which the Govt. Servant is appointed and not the Pay received by him/her under the ACP Scheme</i>	

1.1(a) Application for accommodation: *Every eligible employee may make an application in the prescribed form (**Annexure- A**) to General Administration Department for allotment of accommodation to which he is eligible under these guidelines.*

1.1(b) Coverage of entitlements: The following categories of Government employees shall be eligible to apply for residential quarters under the General Pool:

- (i) State Government regular employees
- (ii) Regular employees of Commissions/Boards under the State Government.

There shall be concession for ad-hoc allotment of quarters to eligible dependant/member of family on furnishing of Declaration with the application in the event of retirement/death of the allottee.

1.1(c) : In case allotment is given to ineligible employees such as Contract/Provisional employees /Casual employees as a special case, 5% of Salary/Wages shall be recovered as Licence Fee.

1.1 (d) Acceptance of allotment: An offer of allotment of an accommodation shall be accepted by the allottee within 15 days from receipt of the allotment order by submitting Occupation Report in prescribed form (Annexure-B). If any allottee fails to submit Occupation report within the stipulated time, the allotment would be considered as being denied and warrant immediate cancellation of the allotment.

1.2 Date of priority:- For determining the date of entitlement and priority for allotment, the date of joining the post in the place of posting or the date from which the employee attains the relevant level in the pay matrix whichever is later will be taken as the date of priority from which date an employee will be eligible for allotment in case an application is submitted on the same date. In other cases the date of joining the post in the station of posting or the date on which an employee attains the relevant level in pay matrix or the date on which an employee applies for allotment of quarters whichever is the latest will be the date from which an employee will be considered eligible for allotment. When more than one application for the same quarter is received, while considering allotment, priority shall be given to seniority of application and any other medical, security of functional reasons.

In case of absolute necessity, out of turn allotment may be considered by the Competent Authority for which the reasons will be recorded in writing.

1.3 Relaxation: - If an employee desires and applies, out of turn allotment, other than according to the entitlement and priority may be made for one type below the entitlement, that is to say an employee who is entitled for Type IV may be allotted Type III accommodation before his turn for allotment of Type IV comes.

1.4 Restriction: - An employee who owns a house at the station of posting shall not be allotted government quarters. An employee who owns a house, or constructs a new house shall report to the Government in GAD, and shall vacate the quarters as soon as a dwelling unit is completed in the buildings. In case of allotment of government quarters in exceptional cases to those having his/her own house, enhanced Licence Fee shall be levied as per provisions of FR&SR

1.5 Quarters Allotment and Management Committee:- There shall be a Quarters Allotment and Management Committee which shall consider allotment within the Guidelines and decide the allotment, provided that recommendations of the Quarters Allotment and Management Committee in respect of Type V / VI will be subject to approval of Chief Secretary :

Chairman	Secretary, GAD
Members	Addl. Secretary / Jt. Secretary / Dy. Secretary / Under Secretary / Superintendent, GAD

Note: Secretary, GAD means the Administrative Head of the Department and shall include Addl. Chief Secretary, Principal Secretary, Commissioner & Secretary and Secretary who heads the Department.

1.6 Procedure of the Committee: -The Committee shall meet regularly as and when there is a/are vacant quarter (s) available for allotment. Allotment of Quarters shall be based on the grade of the officials and the seniority of the applications. Out-of-turn allotments may be considered on certain specific grounds to be recorded by the Committee in writing.

1.6 (a) Transit Accommodation for AIS Officers: AIS/Central Civil Service Officers shall have the option to apply for AIS Transit Accommodation provided by the Government if they prefer such accommodation over General Pool Quarters or if no such General Pool quarters are available for allotment.

1.6 (b) AIS officers may occupy a room/suite at State Guest House if there is no General Pool/Transit Accommodation quarters available for allotment. Such Officers shall have the option to forfeit HRA in lieu of room rent. However, this option shall not be available when there are General Pool Accommodation/Transit Accommodation available for allotment/occupation. In this option, only one room/suite shall be eligible for this exercise.

1.7:-All applications for allotment of Govt. Residential Quarters in the prescribed form duly submitted to GAD through the concerned Head of department only will be considered.

1.8:-Deduction of Licence Fee and stoppage of grant of HRA to occupants/family is the responsibility of DDO/Head of Office/Department concerned. Cancellation of allotment of quarters issued from GAD due to Vacation Report by occupants will only enable the concerned Department to consider grant of claim for HRA and stoppage of deduction of Licence Fee from salaries under their control.

2. Guidelines for occupants of Govt. quarters.

2.1:-Govt. quarters should be occupied by the bona fide allottee on submission of Occupation Report to GAD. Subletting shall not be permissible. Subletting of whole or portion of allotted accommodation shall entail payment of ten (10) times normal Licence Fee. *In addition, if an allottee unauthorisedly sublets an accommodation allotted to him in contravention of these guidelines, he shall be evicted immediately and his allotment order cancelled automatically.*

2.2:-Occupants should keep the quarter and its surroundings in good and peaceful condition.

2.3:-Occupant who/or whose family has acquired/owned a house at the *same station of posting* should surrender his/her allotment with a report of vacating the quarters, failing which he/she makes himself/herself liable to penal Licence Fee as per market rate of rent and penal rent as assessed for the quarters occupied, covering the period with effect from the date of owning the house.

2.4:-Occupants should clear all his/her bills due to occupation on time including electricity connection and water charges. Responsibility for non-payment of bills and its consequences will be fixed upon the last occupant/occupant concerned and the entire outstanding bill which may have fallen within the period deemed to be his/her occupation shall be insisted upon him/her.

Once an allotment order has been issued, an allottee will be held responsible for all recurring charges from the date of allotment, irrespective of whether he/she physically occupies the quarters or not.

Where the old allottee vacates on or before the 10th day of the month, the responsibility of payment of bills for the entire month will be fixed upon the new occupant

2.5:-Occupants should dispose of their own garbage in the proper manner. Throwing of solid/liquid waste through the windows, doors or veranda is strictly prohibited. They should also keep their visitors/guests informed of this prohibition.

2.6:-Occupants should not use the quarters and its area either for making public nuisance or indulging in anti-social activities/behaviour unbecoming of Govt. servants. (domestic/street violence, consumption of intoxicating drinks, drug/sex abuse etc.) Every occupant who comes to know of such unwanted occurrences must inform GAD for suitable action.

2.7:-Govt. Residential Quarters and its adjoining areas like steps, staircases, terraces, corridors, verandah etc. are the common property of all occupants. Allottees are expected to maintain cordial relations and decorum with their neighbours and observe mutual respect, irrespective of rank or background. They are also expected to refrain from indulging in any kind of behaviours that creates annoyance/disharmony amongst themselves or problems for other occupants.

2.8 (a):-Occupants should not practice domestication of any animals such as pigs, dogs, cats, poultry, etc. within the quarter and its premises.

2.8 (b):-No pet shall be allowed to walk unattended and without a leash.

2.8 (c):-Notice shall be served to those who fail to abide by the guidelines; continued violation of the guidelines after notice would entail cancellation of allotment order.

2.8 (d):-All new allottees shall execute an undertaking in the prescribed form at **Annexure-C**

2.9:-Pensioner or anyone transferred outside the station should vacate their quarters at once unless prior permission for retention of their quarters is obtained. Otherwise, the quarters may be allotted to other deserving applicants even before actual vacation. Therefore, all DDOs/Head of Departments are responsible to inform GAD of such cases as retirement/transfer/death of occupants of quarters under their control.

2.10:-One (1) month advance intimation to GAD about vacating their quarters is necessary and final Vacation Report in prescribed form (**Annexure-D**) accompanied by No Due Certificate should be submitted to GAD.

2.11:-'Vacation Certificate' will be issued by GAD once it is satisfied that the concerned occupant has cleared all charges/dues, including electricity & water charges incurred during the period of his/her occupation. The occupant will be considered to have vacated the Quarters only when this certificate is issued; otherwise all liabilities shall be on him/her.

2.12:-An occupant should surrender allotment of his/her quarter if another quarter is being allotted to a member of the same household in the same station.

2.13:-Where two (2) employees in occupation of separate allotments in their respective names marry each other, they shall, within one month of the marriage, surrender one of the allotments.

2.14:-Employees to whom residences/quarters of the same type have been allotted may apply for permission to mutually exchange their residences/quarters only once during their entire spell of posting.

2.15:- All members of the family who are Govt. servants and reside in the quarter allotted shall not be entitled to draw HRA, including the allottee himself/herself, irrespective of whether they are husband and wife/State or Central Govt. employees.

2.16:- Alteration of quarters without authority from the Govt. is not permissible.

3. Licence Fee:-

Standard Licence fee calculated on the capital cost of the Govt. Residential Quarters fixed for different type of classification is revised from time to time; existing flat rate of Licence Fee is hereby revised in line with Ministry of Housing & Urban Affairs, Directorate of Estates, Government of India OM No. 18011/2/2015-Pol-III, Dt., 7th July, 2020 and the revised rate shall come into effect from 1st August, 2024.

Type	Living Area (Sq. mt)	Licence Fee	
		Existing flat rates	Revised rates
I	30	180	210
II	31-50	370	440
III	51-75	560	660
IV	76-92	750	880
V	93-160	1400	1750
VI	161-225	1840	2590
VII (Bungalow)	226-350	2350	3040
VIII (Bungalow D)	351-522	3250	5430

Hostel and All India Services Officers' Residential/Transit Accommodation:

Category of Suite	Living Area (Sq. mt)	Licence Fee	
		Existing flat rates	Revised rates
Single without kitchen	21.5 – 30	300	470
Single with kitchen	30.5 – 39.5	400	660
Double with kitchen	47.5 – 60	500	910

4. Licence Fee Free Accommodation:-

4.1:- Official residences of the Governor, the Chief Minister, the Speaker and other designated bungalows/quarters of high officials like the Chief Secretary, the DGP, DC/DM and District SP are usually free of Licence Fee. However, they shall not be entitled to draw HRA. Occupation of Official residences/Designated Quarters shall be co-terminus with the tenure of incumbency concerned. Overstay in these accommodations shall not normally be allowed.

4.2 :-The Government can declare any type of accommodation as Licence Fee free accommodation and allot it in an exceptional case, to any official/person for his/her outstanding achievement of national/international prestige.

4.3:- Written report of occupation and vacation of these residences/accommodations should be given by the allottee to GAD for official record.

5. Security Deposit: -

In line with General Administration Department Notification No. D. 11014/1/2014-GAD, Dt., 24th September, 2019 all allottees of General Pool Residential Quarters/ AIS Govt. Residential Accommodations must make a Security Deposit at the rate indicated below in the General Administration Department bank account no. 37247589068.

Type-III & below - Rs 3000/-
 Type-IV & above/ AIS Residential Accommodations - Rs 4000/-

5.1:- At the time of vacation of the Quarters/AIS Transit Accommodation, the concerned allottee/office may ask withdrawal permission from General Administration Department in prescribed form (**Annexure-E**) enclosing clearance receipts of water and electricity bills.

5.2:- *When Security Deposit is required to be drawn for clearing the unpaid liabilities of the allottees, General Administration Department shall do so from the deposits of the allottees.* If the unpaid amount is less than the Security Deposit, the balance amount, after clearing the bills may be refunded to the allottee. The allottee may claim refund using his/her copy of Challan.

5.3:- Any unclaimed Security Deposit after the lapse of 6(Six) months from the date of vacating the quarters/transits without having any liability may be drawn and shall be credited to the Government account under the revenue head of General Administration Department.

5.4:- Any unclaimed Security Deposit after the lapse of 3 (Three) years from the date of retirement of the Government Servant concerned shall be lapsed deposit and shall be directly credited to Government Revenue.

6. Retention of Govt. Residential Quarters:-

6.1 :- A residence allotted to an officer may be retained on the occurrence of any of the events specified in Column (1) of the table below for the period specified in the corresponding entry in Column (2) thereof, provided that the residence is required for the bonafide use of the official or members of his/her family :

Sl. No.	Events (1)	Permissible period of retention of the residence (2)
(i)	Resignation, dismissal or removal from service, termination of service or unauthorised absence without permission	One (1) month
(ii)	Retirement or terminal leave	Two (2) months on normal Licence Fee and another two (2) months on double normal Licence Fee. On Medical/Educational Grounds :- <ul style="list-style-type: none"> • Further retention for two (2) months on four times normal Licence Fee • Subsequent two (2) months on six times normal Licence Fee
(iii)	Death of allottee	Up to two (2) years, on payment of Normal License Fee, if the deceased or his/her dependant does not own a house at the last station.

(iv)	Transfer/ <u>Deputation</u> to a place outside the station/ Aizawl	Transfer/ <u>Deputation</u> to a place outside the station/Aizawl– Up to 1 (One) year on payment of double Licence Fee. Further retention beyond 1 (One) year may be allowed in special and deserving cases <u>on payment of double Normal license fee.</u>
(v)	On proceeding for training	Full period of training
(vi)	Leave	Full period leave

6.2 :- Where a residence is retained, the allotment shall deemed to be cancelled on the expiry of the admissible concessional periods unless immediately on the expiry thereof the officer resumes duty in an eligible office at the same station of the retained quarters.

6.3:- Re-employment period after superannuation of any quarter allottee will be treated as normal retention after retirement. Thus, if the re-employment after superannuation exceeds 8 months, retention of quarters shall be deemed to have been exhausted and no further retention shall be allowed.

6.4:- Occupation of Quarters beyond permissible period of retention: If, after the expiry of the period of retention is over, the allottee cannot vacate the quarter due to special reasons to be recorded in writing in the application, and if continued occupation is allowed, such allottee shall pay monthly rent at the rate fixed by the Government for hiring of private buildings for government accommodation with approval of Competent authority on payment of market rent.

6.5:- When the allotment/retention period is over and there is no further extension, the allottee shall vacate the quarters immediately. Failure to vacate shall be liable to eviction at his/her own cost.

7. Penalty for breach of Guidelines:-

7.1 :- Ten times flat rates of Licence Fee shall be imposed on allottee of Govt. quarters on his/her subletting of whole or portion of allotted accommodation, and then, the allottee shall be declared ineligible for allotment for the remaining period of service.

7.2:- Market rate of rent or penal rent assessed for the quarters occupied or enhanced rent as per provision of FR&SR shall be realised from the allottee who fails to surrender/vacate the accommodation in violation of the guidelines on the following grounds:

- (i) Unauthorised overstay in the Govt. accommodation beyond permissible period of normal retention or beyond such permissible period as particularly mentioned in a general or special order that the Govt. may issue from time to time
- (ii) Usage of accommodation for any purpose other than residential.
- (iii) Unauthorised occupation of quarters, if found.
- (iv) Owning of building(s) in the station of posting.

7.3:- Allotment will be cancelled and in addition, disciplinary action may be taken against the allottee if he/she –

- a) tampers with electric or water connections
- b) puts the residence into improper use
- c) conducts him/herself in a manner which is prejudicial to the maintenance of harmonious relations with his/her neighbours
- d) has knowingly furnished incorrect information for securing allotment of the residence

e) has knowingly furnish incorrect information in the prescribed application form.

Breach of any clause of the Guidelines may invite penal action.

Sd/- VANLALDINA FANAI

Commissioner and Secretary to the Govt. of Mizoram
General Administration Department

Memo No D.11014/1/2014-GAD

:

Aizawl, the 6th August, 2024

Copy to:-

- 1) Secretary to the Governor of Mizoram.
- 2) PS to Chief Minister, Mizoram.
- 3) PS to Speaker/Deputy Speaker/Ministers/Leader of Opposition/Vice-Chairman, State Planning Board, Mizoram/Govt. of Deputy Chief Whip, Mizoram.
- 4) All Members of Legislative Assembly.
- 5) Sr. PPS to the Chief Secretary, Govt. of Mizoram.
- 6) All Pr. Secretaries/ Commissioners/ Secretaries/ Special Secretaries, Govt. of Mizoram.
- 7) Secretary, Lokayukta/MIC/MLA/MPSC/SEC, Mizoram.
- 8) All Administrative Departments, Govt. of Mizoram.
- 9) All Head of Departments, Govt. of Mizoram.
- 10) Guard file.



(LALDINFELI)

Under Secretary to the Govt. of Mizoram
General Administration Department

**GENERAL ADMINISTRATION DEPARTMENT
GOVERNMENT OF MIZORAM**



APPLICATION FOR GOVERNMENT QUARTER UNDER GENERAL POOL

Name, Number, Type and Location of Quarters applied for/preferred if any : _____

Name of Applicant : _____

Permanent Address : _____

Designation : _____

Department/Office : _____

Pay Band & Grade Pay : _____

Date of attaining the Present Grade : _____

Date of posting/joining in the present

Post/station : _____

Date of Superannuation : _____

Phone No. (Mob/landline) : _____

A. Marital Status of the Applicant : _____

if married

(a) Name of spouse : _____

(b) Designation : _____

(c) Office/Department : _____

(d) Regular/Workcharge/Contract/MR : _____

B. Other member (s) of Family residing with him/her who is/are employed under the State/Central Government

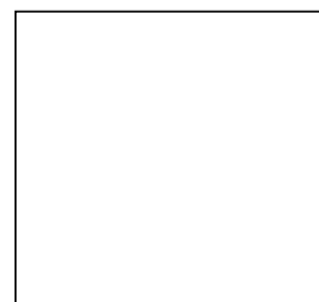
NAME	DESIGNATION	Office/department	Regular/WC /Contract/MR

- Whether or not applicant has house of his/her own at same station _____
- Whether applicant has previously been allotted quarters (if yes mention number/location : _____
- Reason for re-allotment : _____

I certify that the above statements are true to the best of my knowledge. _____
(Signature of applicant)

PLACE : _____

DATE : _____



(Certificate to be given by the employer while recommending application for allotment of Government Quarters)

This is to certify that the Pay Level of Shri/Smt. _____
Designation _____ of the office of _____
is _____ with the basic pay of Rs _____.

He/She has not owned a house at the station of posting where the quarters applied for is located.

Also certified that the applicant has been in my office since _____
_____ (date, month & year) without break.

Hence, the application for allotment of Type _____ of Government Quarters is recommended.

1. Signature of Head Department

NAME _____

Designation Seal.

2. Signature of DDO (if different from No. 1)

NAME _____

Designation Seal.

No. _____ Dated _____

To,

The Under Secretary to the Government of Mizoram
General Administration Department.

Note :

- 1. Last Pay Certificate to be enclosed with application.*
- 2. Application once submitted will be valid for one (1) year from date of receipt of application.*
- 3. The form cannot be used or substituted for application for Govt. quarters other than the one applied for.*

To,

The Under Secretary
General Administration Department
MINECO, Aizawl

Subject: Occupation Report

Ma'am,

I hereby submit occupation report of government quarters allotted to me vide Order along with duly signed Undertaking. Below are the details of the occupation:

- 1) **Name:**
- 2) **Designation:**
- 3) **Phone No:**
- 4) **Department:**
- 5) **Quarters No. and Address:**
- 6) **Date of Occupation:**

I have occupied the premises as of the date mentioned above and will ensure the property is maintained in good condition during my stay.

Yours sincerely,

Place: _____

Date: _____

(Name & Signature)

UNDERTAKING

I, _____, _____
(Designation), _____ (Department/Office), Quarter No. _____
_____ hereby undertake to abide by all the guidelines and regulations pertaining to quarter allotment. I understand that these guidelines and regulations are made for the well-being of the residents.

I also acknowledge that failure to adhere to the Government Guidelines will result in disciplinary action or other consequences like cancellation of allotment.

I affirm that I have read and understand the guidelines and regulations and accept full responsibility for adhering to it and agree to abide by them at all times during my occupancy of the quarter.

(Signature of allottee with date)

UNDERTAKING

Kei, _____,
(Designation), _____ (Department/Office) quarter No.
_____ hian, Sawrkar luahtu tana zawm tur dan leh inkaihhraina
a siam te hi quarter a chengte that tlanna tura siam a ni tih ka hria a, tha taka zawm
turin ka intiam a.

Tin, Dan leh inkaihhraina ka zawm loh avanga ka chung a hremna lek kawhtheih
zawng zawng pawh ka hriain ka pawm vek a.

Heng inkaihhraina dan te hi ka chhiarin ka hrethiam vek a, zawm turin
mawhphurhna kan nei tih pawh ka hria a, quarter ka awm chhungin heng dan te hi ka
theih ang a tha in ka zawm ang tih ka in tiam baw e.

(Signature of Allottee with date)

To,

The Under Secretary
General Administration Department
MINECO, Aizawl

Subject: Vacation Report

Ma'am,

I have the honour to inform you that I have vacated the government quarters allotted to me alongwith receipt as proof of payment of electric bills and water supply bills. Below are the details of the occupation:

- 7) **Name:**
- 8) **Designation:**
- 9) **Department:**
- 10) **Quarters No. and Address:**
- 11) **Date of Vacation:**

On the above, I request you to kindly issue vacation certificate.

Yours sincerely,

Place: _____

Date: _____

(Name & Signature)

To,

The Under Secretary
General Administration Department
MINECO, Aizawl

Subject: Request for Refund of Security Deposit

Sir/Madam,

I, _____, have vacated the government quarters located at _____ on _____ and have cleared all pending dues, including electricity and water bills for the occupied period. I request to refund the Security Deposit as per the standing guidelines. My details are given below:-

Applicant Details:

1. Full Name:
2. Designation:
3. Department:
4. Quarter No. & Allotment Order:
5. Contact Number:

Bank Account details for Refund:

1. Bank name:
2. Account Holder's name:
3. Account Number:
4. IFSC Code:

Signature : (_____)

Full Name : (_____)

Date :