

केवल सरकारी प्रयोग हेतु  
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कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION

कर्मचारी भविष्य निधि  
केन्द्रीय कर्मचारी बोर्ड  
(आवास आवंटन)  
नियम 1972

THE EMPLOYEES' PROVIDENT FUND

CENTRAL BOARD EMPLOYEES

(ALLOTMENT OF RESIDENCES)

RULES, 1972



कर्मचारी भविष्य निधि संगठन  
केन्द्रीय कार्यालय  
नवी मंजिल, मयूर भवन, कनाट सर्कस,  
नई दिल्ली - 110 001.

1991

EMPLOYEES' PROVIDENT FUND ORGANISATION  
CENTRAL OFFICE  
9TH FLOOR, MAYUR BHAWAN, CONNAUGHT CIRCUS,  
NEW DELHI - 110 001

1991

## PREFACE

The Employees' Provident Funds, Central Board Employees (Allotment of Residences) Rules, 1972 as amended upto 30th September, 1972 were incorporated in the Employees' Provident Fund Service Manual and circulated to all in the year 1972. Subsequently, the rules were amended in the year 1987 and 1991 (January) consequent on amendments made in corresponding rules by the Central Government.

2. We have been receiving requests from various Regional and sub-Regional Offices for supply of up-dated copies of allotment rules every now and then. Updating the rules is an essential part of effective management and is a continuous and ongoing process. With the publication of this edition, the need for updation will be greatly served. It is hoped that this compilation would meet our requirement.

(B.N. SOM)

Central Provident Fund Commissioner

New Delhi

**THE EMPLOYEES' PROVIDENT FUNDS, CENTRAL BOARD  
EMPLOYEES (ALLOTMENT OF RESIDENCES) RULES, 1972.**

**ALLOTMENT RULES**

1. **Short title and commencement** :-

- (1) These rules may be called the Employees' Provident Funds, Central Board Employees (Allotment of Residences) Rules, 1972;
- (2) They shall come into force at once.

2. **Application** :-

These rules shall apply to the allotment of residential accommodation hired or owned by the Central Board for occupation by officers and other staff employed by it (hereinafter referred to as the employees).

3. **Definitions** :-

In these rules, unless the context otherwise requires.

- (a) "Act" means the Employees' Provident Funds and Miscellaneous Provisions Act, 1952; (19 of 1952)
- (b) "allotment" means the grant of a licence to occupy a residence in accordance with the provisions of these rules;
- (c) "allotment year" means the year beginning on the 1st January or such other period as may be notified by the Central Commissioner;
- (d) "Central Board" means the Board of Trustees constituted under Section 5-A of the Act;
- (e) "Central commissioner" means the Central Provident Fund Commissioner appointed under sub-section (1) of Section 5 D of the Act;
- (f) "Chairman" means the Chairman of the Board of Trustees constituted under Section 5 A of the Act;
- (g) "Deputy Commissioner" and "Regional Commissioner" means respectively the Deputy Provident Fund Commissioner and the Regional Provident Fund Commissioner appointed

under Sub-Section (3) of Section 5 D of the Act;

- (h) "eligible office" means an office of the Central Board, the employees of which are eligible for accommodation under these rules;
- (i) "emoluments" means the emoluments as defined in rule 45-C of the Fundamental Rules, as applicable from time to time to employees of the Central Government, but excluding compensatory allowance and the references to pay and payment from general revenues in the said rules shall be construed to mean pay and such payments from the Administration Accounts Nos. 4 and 2 of the Fund;

Provided that in the case of an employee who is under suspension, the emoluments drawn by him on the first day of the allotment year in which he is placed under suspension, or, if he is placed under suspension on the first day of the allotment year, the emoluments drawn by him immediately before that date, shall be taken to be his emoluments;

- (j) "family" means the wife or the husband, as the case may be and children, step children, legally adopted children, parents, brothers or sisters as are ordinarily residing with and are dependent on the employees;
- (k) "priority date" of an employee in relation to a type of residence to which he is eligible under rule 5 means the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in a post under the Central Board or on foreign service except for periods of leave;

Provided that in respect of a type II, type III or type IV residence, the date from which the officer has been continuously in service under the Central Board including the period of foreign service shall be his priority date for that type;

Provided further that where the priority date of two or more employees is the same, seniority among them shall be determined:

- (i) by the amount of emoluments drawn by each such employee, the employee in receipt of higher emoluments taking precedence over the employee in receipt of lower emoluments;
- (ii) Where the emoluments are equal, by the length of service under the Central Board;
- (l) "rent" means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules, as applicable from time to time to employees of the Central Government, in respect of a residence allotted under these rules;
- (m) "residence" means a residence hired or owned by the Central Board;

- (n) "sub-letting" includes sharing of accommodation by an allottee with another person with or without payment or rent by such other person, but does not include a casual guest;

Explanation

Any sharing of accommodation by an allottee with close relations shall not be deemed to be sub-letting;

- (o) "temporary transfer" means a transfer, which involves an absence from the place of duty for a period not exceeding four months;
- (p) "transfer" means a transfer from an eligible office to an ineligible office;
- (q) "type" in relation to an employee means the type of residence to which he is eligible under rule 5.

4. Allotment to husband and wife:

Eligibility in cases of employees who are married to each other -

- (1) No employee shall be allotted a residence under these rules if the wife or the husband, as the case may be, of such employee has already been allotted a residence, unless such residence is surrendered;

Provided that this rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court.

- (2) Where two employees in occupation of separate residences, allotted under these rules marry each other, they shall, within one month of such marriage, surrender one of the residences.
- (3) If a residence is not surrendered as required under sub-rule (2), the allotment of the residence of the lower type or if the residences are of the same type, the allotment of such one of them as the Central Commissioner may decide, shall be deemed to have been cancelled on the expiry of the period specified in sub-rule (2).
- (4) Where both the husband and the wife are employed under the Central Board the title of each of them to allotment of residence under these rules shall be considered independently.
- (5) Classification of residences, save as otherwise provided in these rules, an employee shall be eligible for allotment of a residence of the type shown in the table below :-

**\* Table**

Type of residence	Monthly emoluments of employees as on the first day of the allotment year in which the allotment is made/categories of officers eligible.
I	Less than Rs. 950/-
II	Less than Rs. 1500/- but not less than Rs. 950/-
III	Less than Rs. 2800/- but not less than Rs. 1500/-
IV	Less than Rs. 3600/- but not less than Rs. 2800/-
V	Less than Rs. 4500/- but not less than Rs. 3600/-
VI	F.A. & C.A.O./Addl. C.P.F.C.
VII	C.P.F.C.

(6) Application for Allotment

1. (a) An employee who seeks allotment of a residence or the continuance of the allotment of a residence which has been allotted to him may, at any time, and shall, if so, directed apply to the Regional Commissioner in the case of employees of the Regional Offices and to the Central Commissioner in the case of employees of the Central Office for this purpose in such form and in such manner and by such date as may be specified by the Central Commissioner.
- (b) The Regional Commissioner shall forward the applications received by him to the Central Commissioner for allotment of residences.
2. All applications received otherwise than in pursuance of a direction issued under clause (a) of sub-rule (1) shall be considered for allotment in the succeeding month if such applications have been received before the twentieth day of a calendar month.
3. Where an employee fails to make application or refuses to accept the allotment of a residence made to him the House Rent Allowance admissible to him shall unless waived by the Central Commissioner for reasons to be recorded in writing, be liable to be forfeited.

(7) Allotment of residences

1. Save as otherwise provided in these rules, a residence as soon as it becomes available shall be allotted by the Central Commissioner to an applicant having the earliest priority date for that type of residence subject to the following conditions, namely :
  - (i) The Central Commissioner shall not allot a residence of a type higher than that to which the applicant is eligible under Rule 5.

\* Amended vide Notification No. P.IV/1(10)/84/Allotment Rules published in the Gazette of India, Part-III, Section - 4 on 12.12.87).

- (ii) The Central Commissioner shall not ordinarily allot an applicant or employee a residence of a type lower than that to which he is eligible under rule 5.

Provided in exceptional circumstances and where the availability position of the accommodation so warrants, the Central Commissioner may allot an applicant or employee a residence of a type lower than that to which he is eligible under rule 5. But such allotment shall be made only after offering all employees eligible to that type of accommodation and where such employees have refused to accept the offer of allotment.

Provided further that in cases of allotment under the first proviso above the recovery of rent from the employees shall be at the rate of 10 per cent of their emoluments or the standard rent calculated under the Fundamental Rules, as applicable from time to time to employees of the Central Government or 10 per cent of the maximum emolument prescribed for the lower type of accommodation actually allotted whichever is the least.

Provided further that refusal to accept the allotment under the first proviso above shall constitute refusal within the meaning of sub-rule (3) of rule 6.

- (iii) The Central Commissioner on request from an applicant for allotment of a lower type of residence may, on the basis of his priority date, allot to him a residence next below the type for which he is eligible under rule 5, if it is available.

2. The Central Commissioner may cancel existing allotment of an employee and allot to him an alternative residence of the same type or in emergent circumstances an alternative residence of the type next below the type of residence in occupation of the employee, if the residence in occupation of the officer is required to be taken.
  3. A vacant residence may, in addition to allotment to an employee under sub-rule (1), be offered simultaneously to other eligible employees in order of their priority dates.
8. Maintenance of separate pools for certain categories of officers and staff:
1. Notwithstanding anything contained in these rules, the following pools shall be maintained, namely :
    - (i) Pool of residences for Central Commissioner, Deputy Commissioner and Regional Commissioners.
    - (ii) Pool of residences for officers on deputation to the Central Board.
    - (iii) Pool of residences for 10 per cent of permanent staff.

- (iv) Pool of residences for some essential staff.
2. The number and the type of residences to be placed in these pools shall be determined by the Central commissioner from time to time.
  3. Inter se seniority of the employees eligible for allotment of residences under this rule shall be determined in accordance with the dates of their appointment to the posts which entitle them for consideration of allotment of residences included in the pool.

9. Out of turn allotments

1. Notwithstanding the provisions of rule 7, allotment of a residence may be made by the Central Commissioner on an out-of-turn basis to an employee on grounds of serious illness of such employee or of a member of his family, in consultation if considered necessary, with the prescribed medical authority.
2. The priority date for out-of-turn allotment shall be date on which the application of the employee for out-of-turn allotment is received by the Central Commissioner.

10. Non-acceptance of allotment or offer or failure to occupy the allotted residence after acceptance:

1. Without prejudice to the provisions of sub-rule (3) of rule 6 where an employee fails to accept the allotment of a residence within five days, or fails to take possession of that residence after acceptance within eight days, from the date of receipt of the letter of allotment, he shall not be eligible for another allotment for a period of one year from the date of the letter of allotment.
2. If an employee occupying a lower type of residence is allotted or offered a residence of the type for which he is eligible under rule 5 or for which he has applied under clause (iii) of sub rule (1) of rule 7, he may, on refusal of the said allotment, or offer of allotment, be permitted to continue in the previously allotted residence on the following conditions, namely :
  - (a) that such an employee shall not be eligible for another allotment for a period of six months from the date of the letter of allotment for the higher class of accommodation;
  - (b) Subject to the limits prescribed in clause (c), while retaining the existing residence the employee shall be charged the same rent which he would have had to pay under Fundamental Rule 45-A, as applicable from time to time to employees of the Central Government, in respect of the residence so allotted or offered or the rent payable in respect of the residence already in his occupation, whichever is higher;
  - (c) (i) the charging of the rent at the higher rate, envisaged in clause (b) shall be restricted

to a period of one year from the date of receipt of the letter of allotment of the higher type of residence or upto the date on which the employee gets another allotment of a residence of a type higher than the one already in his occupation if such an allotment is made within the aforesaid period of one year.

- ii) Where the employee again refuses the subsequent allotment, the period of one year shall commence afresh from the date of receipt of the subsequent letter of allotment.

**11. Period for which allotment subsists and the concessional period for further retention :**

1. An allotment shall be effective from the date on which it is accepted by the employee and shall continue in force until :
  - a) the expiry of the concessional period permissible under sub rule (2), after the employee ceases to be on duty in an eligible office; or
  - b) it is cancelled by the Central Commissioner or is deemed to have been cancelled under any of the provisions of these rules; or
  - c) it is surrendered by the employee, or
  - d) the employee ceases to occupy the residence.
  
2. A residence allotted to an employee may, subject to sub-rule (3) be retained on the happening 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 employee or members of his family.

**Table**

(Substituted vide Notification No. P.IV/1(10)/90/Allotment Rules dtd. 16.01.91)

Events	Permissible period for retention of the residence
(i) (a) Resignation	1 Month
(b) Dismissal or removal from service, termination of service or unauthorised absence without permission.	2 months
(ii) Retirement or terminal leave	4 Months
(iii) Death of the allottee (Normal licence fee)	1 Year

(For extension beyond one year, the matter would be placed before the allotment Committee for consideration).

(iv) Transfer to a place outside Delhi	2 Months
(v) Transfer to an ineligible office in Delhi	2 Months
(vi) On proceeding on foreign service in India	2 Months
(vii) Temporary transfer in India or transfer to place outside India	4 Months
(viii) Leave (other than leave preparatory to retirement, refused leave, terminal leave, medical leave, maternity leave or study leave)	For the period of leave but not exceeding four months
a) Maternity leave	For the period of maternity leave plus leave granted in continuation subject to a maximum of five months.
(ix) Leave preparatory to retirement or refused leave granted under F.R. 86 or earned leave granted to Government servant who retired under F.R. 56 (j)	For the full period of leave on full average pay subject to a maximum of 180 days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement.
(x) Study leave in or outside India	a) In case the officers in occupation of accommodation below his entitlement, for the entire period of study leave.  b) In case officer is in occupation of his entitled type accommodation, for the period of study leave but not exceeding six months : Provided that where the study leave extends beyond six months, he may be allotted alternative accommodation, one type below his entitlement, on the expiry of six months or from the date of commencement of the study leave if he so desires.
(xi) Deputation outside India	For the period of deputation but not exceeding six months.
(xii) Leave on medical grounds	Full period of leave
(xiii) On proceeding on training	For full period of training.

**Explanation I :**

Where an officer on transfer or foreign service in India is sanctioned leave and avails of it before

joining duty at the new office, he may be permitted to retain the residence for the period mentioned against items (iv), (v), (vi) and (vii) or for the period of leave, whichever is more.

#### Explanation II

Where an order of transfer or foreign service in India is issued to an officer while he is already on leave, the period permissible under Explanation I, shall count from the date of issue of such order.

3. Where a residence is retained under sub-rule (2), the allotment shall be deemed to be cancelled on the expiry of the admissible concessional period unless immediately on the expiry thereof the employee resumes duty in an eligible office.

(3A) Where an officer is on medical leave without pay and allowances, he may retain his residence by virtue of the concession under item (xii) of the Table below sub-rule (2), provided he remits the licence fee for such residence in cash every month and where he fails to remit such licence fee for more than two months, the allotment shall stand cancelled. (3A added vide Notification No. P.IV/1(10)/90/Allotment Rules dated 16.01.91.

4. An employee who has retained the residence by virtue of the concession under item (i) or item (ii) of the Table below sub-rule (2) shall, on re-employment in an eligible office within the period specified against the said items in the said Table, be entitled to retain that residence and shall also be eligible for any further allotment of residence under these rules.

Provided that if the emoluments of the employee on such re-employment do not entitle him to the type of residence occupied by him, he shall be allowed a residence of a lower type on the occurrence of a vacancy.

5. Notwithstanding anything contained in sub-rule (2) or sub-rule (3) or sub-rule (4), when an officer is dismissed or removed from service or when his services have been terminated and the Head of the Department in respect of the office in which such officer was employed immediately before such dismissal, removal or termination is satisfied that it is necessary or expedient in the public interest so to do, he may require the Estate Officer to cancel the allotment of the residence made to such officer either forthwith or with effect from such date prior to the expiry of the period of two month referred to at item (i) (b) of the Table below sub-rule (2) as he may specify and the Estate Officer shall act accordingly.

Provided that before passing the aforesaid orders, the said authority will give a notice to show cause why the proposed orders should not be passed and on cause being shown, he will pass a reasoned/speaking order for cancelling the allotment with effect from a date prior to the said period of 2 months.

12. Provisions relating to rent :

1. Where an allotment of accommodation or alternative accommodation has been accepted, the liability for rent shall commence from the date of occupation or the eighth day from the date of receipt of the letter of allotment, whichever is earlier.
2. An employee who, after acceptance fails to take possession of that accommodation within eight days from the date of the receipt of the letter of allotment, shall be charged rent from such date up to a period of one month or upto the date of re-allotment of that particular accommodation whichever is earlier.
3. Where an employee, who is in occupation of a residence, is allotted another residence and he occupies the new residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of the new residence :

Provided that the employee may retain the former residence, without payment of rent for that day and the subsequent day for shifting.

13. Personal liability of the employee for payment of rent till the residence is vacated and furnishing of surety by temporary employees :

1. The employee to whom a residence has been allotted under these rules shall be personally liable for the payment of rent thereof and for any damage beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings or services provided therein by the Central Board during the period for which the residence has been and remains allotted to him, or where the allotment has been cancelled under any of the provisions in these rules until the residence along with the out-houses appurtenant thereto have been vacated and full vacant possession thereof has been restored to the Central Commissioner.
2. Where the employee to whom a residence has been allotted is not a permanent employee of the Central Board, he shall furnish a surety bond, in the form that may be prescribed in this behalf by the Central Commissioner, from a permanent employee of the Central Board for the due payment of rent and other charges due from him in respect of such residence, services or any other residence provided in lieu.
3. Where the surety ceases to be in the service of the Central Board or becomes insolvent or withdraws his guarantee or ceases to be available for any other reason, the employee shall furnish a fresh bond executed by another permanent employee of the Central Board as a surety failing which the allotment of the residence to him shall, unless otherwise decided by the Central Commissioner be deemed to have been cancelled with effect from the date of occurrence of any of the events aforesaid.
4. An employee shall also render himself liable to disciplinary action and to such punishment

as may be decided upon by the Central Commissioner in the case of any breach of this rule.

**14. Surrender of an allotment and period of notice :**

1. An employee may, at any time, surrender an allotment by giving intimation in that behalf so as to reach the Central Commissioner at least ten days before the date of vacation of the residence :

Provided that the Central Commissioner may accept a notice for a shorter period.

2. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Central Commissioner or the date specified in the letter, whichever is later.
3. Where an employee fails to give due notice, he shall be responsible for payment of rent for ten days or the number of days by which the notice given by him falls short of ten days.

**15. Change of residence :**

1. An employee to whom a residence has been allotted under these rules may apply for a change of residence within the same type :

Provided that an employee shall not be allowed more than one change in respect of one type of residence.

2. Changes shall be offered in the order of receipt of applications for the same in the office of the Central Commissioner.
3. If an employee fails to accept a change of residence offered to him within five days of the receipt of such offer for allotment, he shall not be considered again for a change of allotment of that type.
4. An employee who after accepting the change of residence, fails to take possession of the same, shall be charged rent for such residence in accordance with the provisions contained in sub-rules (1) and (2) of rule 12, in addition to the normal rent under rule 45-A of the Fundamental Rules, as applicable from time to time to employees of the Central Government, for the residence already in his possession, the allotment of which shall continue to subsist.

**16. Change of residence in the event of death of a member of the family :**

An employee may be allowed a change of residence on the death of any member of his family if he applies for a change within three months of such occurrence, provided that the change shall be

given in the same type of residence as already allotted to the employee.

17. Mutual exchange of residence :

1. Employees to whom residences of the same type have been allotted under these rules may apply for permission to mutually exchange their residences.
2. Permission for mutual exchange may be granted if both the employees are reasonably expected to be on duty under the Central Board and to reside in their mutually exchanged residences for at least six months from the date of approval of such exchange.

18. Maintenance of residence :

1. The employee to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the Central Commissioner.
2. No tree, shrubs, or plants shall be grown contrary to the instructions issued by the Central Commissioner nor shall any existing tree or shrub be cut or lopped off in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the Central Commissioner.
3. Trees, plantation or vegetation grown in contravention of this rule may be caused to be removed by the Central Commissioner at the risk and cost of the employee concerned.

19. Subletting and sharing of residences

1. No employee shall share the residence allotted to him or any of the out-houses, garages and stables appurtenant thereto except with the employees of the Central Board eligible for allotment of residences under these rules.
2. The servant's quarters, out-houses, garages and stables shall be used only for bonafide purposes, including residence of the servants of the allottee, or for such other purposes as may be permitted by the Central Commissioner.
3. No employee shall sublet the whole of his residence :

Provided that an employee proceeding on leave may accommodate in the residence any other employee eligible for allotment of accommodation under these rules, as a caretaker, for a period not exceeding six months with the prior permission of the Central Commissioner.

4. Any employee who shares or sublets his residence shall do so at his own risk and responsibility and shall remain personally responsible for any rent payable in respect of the residence and for any damages caused to the residence or its precincts or grounds or services provided

therein by the Central Commissioner beyond fair wear and tear.

**20. Consequences of breach of rules and conditions:**

1. Where an employee to whom a residence has been allotted unauthorisedly sublets the residence or charges rent from the sharer at a rate which the Central Commissioner considers excessive, or erects any unauthorised structure in any part of the residence, or uses the residence or any portion thereof for any purpose other than that for which it is meant, or tampers with the electric or water connection or commits any other breach of the rules, or of the terms and conditions of the allotment, or uses the residence or premises or permits or suffers the residence or premises to be used for any purpose which the Central Commissioner considers to be improper, or conducts himself in a manner which in his opinion is prejudicial to the maintenance of harmonious relations with his neighbours, or has knowingly furnished incorrect information in any application or written statement, with a view to securing the allotment, the Central Commissioner may cancel the allotment of the residence.

**Explanation**

In this clause, the expression "employee" includes, unless the context otherwise requires, a member of his family and any person claiming through the employee.

2. Where an employee has in any application for allotment or statement relating thereto suppressed any material fact and obtained an allotment, the Central Commissioner may cancel the allotment with effect from the date he became ineligible for allotment of the accommodation.
3. i) Where action to cancel the allotment is taken on account of unauthorised subletting of the premises by the allottee, a period of sixty days shall be allowed to the allottee and any other person residing with him therein to vacate the premises.  
ii) The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of sixty days from the date of the order for the cancellation of the allotment, whichever is earlier.
4. Where the allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with neighbours, the employee may, at the discretion of the Central Commissioner, be allotted another residence in the same type at any other place.
5. The Central Commissioner shall be competent to take all or any of the actions under clauses (1) to (4) of this rule and also to declare the employee, who commits a breach of these rules and instructions issued to him; to be ineligible for allotment of residential accommodation for a period not exceeding three years.

21. Overstayal in residence after concellation of allotment

Where, after an allotment has been cancelled or is deemed to be cancelled under any of the provision of these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, such employee shall be liable to pay damages for use and occupation of the residence, services furniture and garden charges, equal to the market rent as may be determined by the Central Commissioner from time to time:

Provided that an employee, in special cases, may be allowed by the Central Commissioner to retain a residence on payment of twice the standard rent under rule 45-A of the Fundamental Rules, as applicable from time to time to employees of the Central Government, or twice the pooled standard rent under that Rule whichever is higher, for a period not exceeding six months.

22. Continuance of allotments made prior to the issue of these rules :- Any valid allotment of residence which is subsisting immediately before the commencement of these rules shall be deemed to be an allotment duly made under these rules notwithstanding that the employee to whom it has been made is not entitled to a residence of that type under rule 5 and all the preceding provisions of these rules shall apply in relation to that allotment and that employee accordingly.

23. Interpretation :-

If any question arises as to the interpretation of these rules, the same shall be decided by the Central Commissioner.

24. Power to relax :-

The Central Commissioner, may for reasons to be recorded in writing, relax all or any of the provisions of these rules in the case of any employee or residence or class of employees or type of residences.

25. Delegation of Powers :-

The Central Commissioner may delegate any or all of the powers conferred on him by these rules to any officer under his control subject to such conditions as he may deem fit to impose.

26. In respect of matters for which no provision or insufficient provision has been made in these rules, the rules or orders applicable from time to time to the corresponding categories of Central Government servants shall apply.

\_\_\_\_\_  
Allottee  
Non - allottee

**SCHEDULE - "A"**  
Employees' Provident Funds Organisation.

Office of the \_\_\_\_\_  
Form of the application for allotment of residence for the year \_\_\_\_\_

1. a. Name Shri/Shrimati/Kumari \_\_\_\_\_  
(in block letters)
- b. Present designation \_\_\_\_\_
- c. Particulars of permanent post held \_\_\_\_\_
2. a. Emoluments as on the 1st of January, 19 \_\_\_\_\_

Pay	Special Pay	Dearness Pay	Deputation (Duty) Allowance	@Pension in addition to pay, if any	TOTAL
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- b. Date since when the emoluments in (a) above are being drawn \_\_\_\_\_
3. \*Type to which entitled and priority date therefore  
Type of accommodation \_\_\_\_\_ Priority date \_\_\_\_\_  
Appropriate Type \_\_\_\_\_  
Next below Type \_\_\_\_\_

4. Particulars of the residence, if any, allotted :
  - a. Does the applicant stand debarred from allotment of residence ?
  - b. If the reply to (a) above is in the affirmative indicate the details thereof.
    - i. Period
    - ii Letter No. and date
5. Is the Officer entitled to rent free accommodation?  
Yes/No.

7. (a) Whether the applicant, his wife/her husband or dependent children own a house at the Station of duty? If so, give particulars.

House No.  
and Street

Relationship with the owner  
and extent of ownership

- b) If already declared eligible, give No. and date of the letter.

Letter No. and date :

8. Particulars of surety in case of officers not holding a permanent post :

1. Name
2. Permanent post held.
3. Office to which attached.
4. Does the surety subsist?

Certified that I have read all rules governing the allotment of residences and declare that the particulars given by me above are correct and that the allotment to be made to me or already made shall be subject to these rules and subsequent amendments, if any, thereto.

Signature

Office to which attached

Date :

FOR USE IN OFFICE

Particulars of residence allotted \_\_\_\_\_

Dated initials of the clerk \_\_\_\_\_

Dated initials of the Office Superintendent / Head Clerk \_\_\_\_\_

Dated initials of the Central Commissioner \_\_\_\_\_

@ Note :- Pension includes the portion of the pension equivalent to death-cum-retirement gratuity and the portion of pension commuted, if any.

\*Fill "Next Below" particulars only if accommodation in "Next Below" type is desired.

Categories of Officers eligible/Pay range	Type of residence
C.P.F.C.	VII
F.A. & C.A.O./Addl. C.P.F.C.	VI
Less than Rs. 4500/- p.m. but not less than Rs. 3600/- p.m.	V
Less than Rs. 3600/- p.m. but not less than Rs. 2800/- p.m.	IV
Less than Rs. 2800/- p.m. but not less than Rs. 1500/- p.m.	III
Less than Rs. 1500/- p.m. but not less than Rs. 950/- p.m.	II
Less than Rs. 950/- p.m.	I

(Amended vide Notification No. P.IV/1(10)/84/Allotment of Rules published in the Gazettee of India, Part-III, Section -4 on 12.12.1987.)

SCHEDULE 'B'

SURETY BOND

I, Shri \_\_\_\_\_ Son of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the hereby stand surety (which expression shall include my heirs, executors and administrators) to the Chairman of the Central Board of Trustees for payment by Shri \_\_\_\_\_ at present employed as \_\_\_\_\_ of rent and other dues in respect of residence now allotted to him by the Central Commissioner as also for any residence that may be allotted to him from time to time by the Central Commissioner.

I, the surety, hereby undertake to indemnify the Central Commissioner against all loss and damage that may be sustained by or caused to the Central Commissioner by reason of allotment of residence to the said \_\_\_\_\_ until delivery of vacant possession of the same is made to the Central Commissioner. I, the surety, hereby further undertake to pay to the Central Commissioner forthwith on demand by the Central Commissioner and without any demur all such sums as may be due to the Central Commissioner as aforesaid and I hereby agree that the Central Commissioner shall be at liberty (and is hereby irrevocably authorised to do so) to recover the said sums from the salary payable to me and the decision of the Central Commissioner as to the amount so to be recovered shall be final and binding on me.

The obligation undertaken by me shall not be discharged or in any way affected by any extension of time or any other indulgence granted by the Central Commissioner to the said Shri (Name of allottee) \_\_\_\_\_ or by any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of so releasing me from my such liability. This guarantee shall be revocable at any time or discharged by my death so long as the said Shri (Name of allottee) \_\_\_\_\_ continues to be in occupation of any such residence, servants quarter, and/or garage.

The Central Board has agreed to bear the stamp duty, if any payable on this document.

Signed and delivered by the said \_\_\_\_\_ at \_\_\_\_\_ the day of \_\_\_\_\_ 19.....

Signature,

Address and Occupation of witness

(Signature of Surety)

Designation

Office to which attached

Certified that the above surety is a permanent employee of this office/organisation.

Signature of the Head of the Office in which the Surety is employed.

ACCEPTED

\_\_\_\_\_  
For and on behalf of the Board of Trustees