

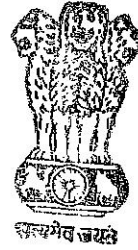
**Allotment of Government Residences (General Pool at  
Agartala), Rules, 1999**

Alongwith

**Allotment of Government Residences (General Pool at Agartala), Rules, 1973**



TRIPURA



GAZETTE

Published by Authority  
EXTRAORDINARY ISSUE

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Agartala, Monday, December 6, 1999 A.D. Agrahayana 15, 1921 S.E.

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PART-I—Orders and Notifications by the Government of Tripura,  
the High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA  
PUBLIC WORKS DEPARTMENT

NO. F. 19(4)-PWD(C)/88

Dated, 29th November, 1999.

NOTIFICATION

Governor of Tripura is pleased to amend the Allotment of Government Residences (General Pool) Rules, 1973. The Regulation as amended in the Schedule shall be known as Allotment of Government Residences (General Pool) Rules, 1999.

The amended Rules will come into force from the date of the publication of the Notification in the Tripura Gazette.

By order of the Governor,

B. B. Deb Barma

Deputy Secretary to the  
Government of Tripura, PWD.

ALLOTMENT OF GOVERNMENT RESIDENCES  
(GENERAL POOL AT AGARTALA) RULES 1999

Allotment of residences under the administrative control of the Estate Office to Officer employed in eligible Office, who are required to reside on duty at Agartala with the Government of Tripura.

SHORT TITLES AND APPLICATION (S.R. 317-B-1) :—

1) These rules may be called the Allotment of Government Residences (General pool at Agartala) Rules 1999.

2) The rules shall come into force from the date of publication in the Official Gazette.

3) DEFINITIONS (S. R. 317-B-2)

In these rules unless the context otherwise requires :—

a) "ALLOTMENT" means the grant of licence to occupy a residence in accordance with the provision of these rules.

b) "ALLOTMENT YEAR" means the year beginning on the 1st January and the period from 1st January to 31st December of a particular calendar year or such other period as may be specified by the State Government.

c) "AGARTALA" means the area within 10 Km. radius from Secretariat building or any other area declared by the Government for allotment of General Pool accommodation.

d) "ELIGIBLE OFFICE" means a Govt. office under Govt. of Tripura or undertaking of Govt. of Tripura or Central Govt. Offices located within "AGARTALA AREA".

e) "EMOLUMENTS" means the emoluments as defined in rule 45-C of the Fundamental Rules, but excludes the compensatory allowances.

EXPLANATION :—

In the case of an Officer who is under suspension the emoluments drawn by him on the first day of the allotment year, the emoluments drawn by him immediately before that date shall be taken as emoluments.

f) "ALL INDIA SERVICES OFFICER" means a member of Indian Administrative Services or Indian Police Services or Indian Forest Services.

g) "GENERAL POOL ACCOMMODATION" means the Quarters which have been constructed under general pool scheme and under the control of Estate Officer, P.W.D.

h) "BASIC PAY" means the present basic pay as per revised pay scale.

i) "GOVERNMENT" means the Government of Tripura or undertaking of Government of Tripura or Central Government unless the context otherwise requires.

j) "PRIORITY DATE" of an officer in relation to a type of residence to which he is eligible under the provision of Rule-7 will be determined as per his present basic pay. Seniority would be counted on the basis of date of receipt of application in the Estate Office (i. e. First come first serve basis), instead of Basic pay seniority. If in a day more than one application received in the Estate Office, then seniority would be counted on the basis of Basic Pay of the applicants for that day only and where the basic pay is equal the seniority will be determined by length of service under the Govt. of Tripura or undertaking of Govt. of Tripura or Central Govt. and where length of service is equal the age of applicant will determine the seniority.

The applicants who have not favoured with Govt. Quarter, their applications should be renewed for the next year also in a renewal Form, but the renewal may be done within the month of January every year for restoration of previous year's seniority for future allotment. Thereafter such application would not be considered.

k) "LICENCE FEE" means the sum of money payable monthly in accordance with the provision of Fundamental Rules in respect of the residence allotted under these rules.

l) "RESIDENCE" means the Govt. Quarter under general pool accommodation placed under the control of Estate Officer, P.W.D., for allotment purpose.

m) "SUBLETTING" means sharing of accommodation by an allottee with another person.

#### EXPLANATION :

Any sharing of accommodation by an allottee with close relation shall not be deemed to be subletting.

n) "ESTATE OFFICER" means the Officer exercising the administrative control over the accommodation of General pool and is appointed as such by the Govt. of Tripura.

o) "TRANSFER" means a transfer from Agartala to any other place beyond 10 K. M. from Secretariat Building.

p) "TYPE" in relation to an officer means the type of residence to which he is eligible under these rules.

q) 'HOUSE ALLOTMENT COMMITTEE' means Committee constituted with (i) Chief Secretary, Tripura as Chairman Engineer-in-Chief/Chief Engineer PWD as Member and Estate Officer, PWD as Member-Secretary for Type IV, V and VI quarters (ii) Engineer-in-Chief/Chief Engineer, PWD as Chairman, Addl. Chief Engineer, PWD as Member and Estate Officer, PWD as Member-Secretary for Type-I, II III and Non-type quarters.

r) 'FAMILY' means the wife or husband, as the case may be and children, step children, legally adopted children, parents, brothers or sisters.

4) ELIGIBILITY : (S.R. 317-B-3)

No officer shall be eligible for allotment of any residence under those rules, if he is already in occupation of such residence to its continued retention or if the officer has or residence of his/her own or in the name of any other family member (as defined in the rule vide rule 3(r) within a radius of 0(ten) k. m. from the secretariat building, Agartala and if he has taken any house loan from the Government to construct a house at Agartala

ii) Notwithstanding anything contained in Sub-rule (i) above, the Estate Officer may allot or realLOT Govt. accommodation to an Officer if—

a) The house owned by him/her has been requisitioned by the Government.

b) It is proved to the satisfaction of the Estate Officer that such house was given on lease:—

i) before the posting of the Officer in an eligible area at Agartala.

ii) before the acquisition of the house by him/her, and that it is not possible for lessor for reasons beyond his control to obtain vacant possession of the house.

5) No Officer of any department which has quarters under its own control shall be eligible for allotment of any Quarters unless the Quarters of such Department are surrendered for allotment by the Estate Officer, P.W.D.

6) Allotment to Husband and wife, eligibility in case of Officers who are married to each other (S. R.-317-B-4).

a) No Officer shall be allotted a residence under these rules if the wife or the husband as the case may be, of the Officer has already been allotted a residence unless such residence is surrendered.

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

b) Where two officers in occupation of separate residences allotted under these rules marry each other they shall within one month of the marriage surrender one of the residences.

c) If a residence is not surrendered as required by sub-rule (b) the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of the period mentioned in sub-rule (b) and if the residences are of the same type the allotment of such one of them as the Estate Officer may decide shall be deemed to have been cancelled on expiry of such period.

d) Where both the husband and the wife are employed under the State Government the title of each of them to allotment of residence under these rules shall be considered independently.

e) Notwithstanding anything contained in sub-rule (a) and (b).

i) If a wife or a husband, as the case may be, who is an allottee of a residence under these rules, is subsequently allotted a residential accommodation at the same station from a pool to which these rules do not apply, she or he as the case may be, shall surrender any one of the residences within one month of such allotment :

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

ii) Where two Officers, in Occupation of separate residences at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other any one of them shall surrender any one of the residences within one month of such marriage.

iii) If a residence is not surrendered as required under clause (i) or clause (ii) the allotment of the residence in the general pool shall be deemed to have been cancelled on the expiry of the periods mentioned in the said clauses.

#### 7) CLASSIFICATION OF RESIDENCES ;— (S.R.-317-B-5)

Save as otherwise provided by these rules, an Officer shall be eligible for allotment of a residence of the Type shown in the table below ;— Eligibility in type wise is being determined considering his basic pay on 1st January of the year on which allotment is to be considered.

#### ELIBILITY CRITERIA :—

TYPE-I	— Basic Pay upto Rs. 3199/-
TYPE-II	— Basic Pay from Rs. 3200/- to Rs. 6499/-
TYPE-III	— Basic pay from Rs. 6500/- to Rs. 11,149/-
TYPE-IV	— Basic pay from Rs. 11,150/- to Rs. 15,099/-
TYPE-V	— Basic pay from Rs. 15,100/- to Rs. 18,499/-
TYPE-VI	— Basic pay from Rs. 18,500 and above.

## 8) APPLICATION FOR ALLOTMENT :— (S.R. 317-B-6)

a) The applicant for allotment of Govt. Quarter under General pool accommodation may apply to the Estate Officer for the period from 1st January to 31st December of a particular calendar year. The validity will be expired after 31st December of the calendar year. The prescribed application form will be supplied from the office of the Estate Officer, PWD free of cost. However, the applicants who have not favoured with Govt. quarter, their applications should be renewed for the next year also in a renewal Form, but the renewal may be done within the month of January every year for restoration of previous year's seniority for future allotment. Thereafter such application would not be considered.

## 9) ALLOTMENT OF RESIDENCES TO APPLICANTS :—

(S.R. 317-B-7)

a) Save as otherwise provided in these rules a residence falling vacant will be allotted by the Estate Officer, PWD as per seniority. However, the all India Services Officers, who have been transferred to Agartala and are having home town outside Agartala will be given preference, and may be allotted quarters not below Type IV if the pay is upto Rs. 12,749/- and not below Type-V if the pay is upto Rs. 18,399/-.

b) The seniority position will be determined as per rule 3 sub-rule (j).

c) The Estate Officer shall not allot a residence of a type higher than that to which the applicant is eligible under these rules.

d) The Estate Officer shall not compel any applicant to accept any residence of a lower type than that to what he is eligible under these rules.

e) The Estate Officer on request from an applicant for allotment of a lower category residence might allot to him a residence next below the type of which the applicant is eligible if the residence of his/her entitled category is not available for allotment.

f) The Estate Officer may cancel the existing allotment of an officer and allot to him/her an alternative residence of the same type or in emergent circumstances and alternative residence of the type next below type of residence in Occupation of the Officer if the residence in occupation of the Officer is required to be vacated.

g) A vacant residence may in addition to allotment to an Officer under sub-rule (a) above, be offered to the applicant who is next in seniority of the allottee fails to occupy the vacant quarter within specified period.



Any Officer who on any date (hereafter in these rules referred to as the relevant date) subsequent to the date of his application for allotment of residence, becomes ineligible for such allotment under any of these rules shall notify the fact to the Estate Officer within a period of 7 (seven) days of the relevant date. In the event of the Officers' failure to so notify the matter, the Estate Officer may reject the application for allotment or if an allotment has already been made, cancel such allotment with effect from the relevant date and require the officer to vacate the residence forthwith.

10) **OUT-OF-TURN ALLOTMENT : (S. R. 317-B-9)**

Notwithstanding the provisions of rule 9 allotment of residence may be made by the Estate Officer on out of turn basis for the following cases :

- a) Scheduled Tribe applicants ;
- b) On the ground of serious illness ;
- c) S. C., Minority & Physically handicapped applicants ;
- d) On Administrative consideration ;
- e) Upto 40% out of turn allotment (which is upto 25% of the total Number of residences) shall be earmarked for S, T. employees. They may be given out-of-turn allotment if they fail to receive allotment under the open general pool.

11) **Non acceptance of allotment or offer or failure to occupy the allotted residence after acceptance ; (S. R. 317-B-10).**

a) If an officer fails to accept the allotment of a residence within 5 (five) days or fails to take possession of that residence after acceptance within 8 (eight) days from the date of receipt of vacant possession of the residence allotted, he shall not be eligible for another allotment for a period of 1(one) year from the date of receipt of the allotment letter.

b) If an officer occupying a lower residence is allotted or offered a residence of the type for which he is eligible under these rules, 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 :

i) That such an Officer shall not be eligible for another allotment for a period of 6(six) months from the date of the allotment letter for the higher class accommodation and.

ii) While retaining the existing residence he shall be charged the same licence fee which he would have had to pay under F. R. 45 A in respect of

the residence so allotted or offered or the residence already in his occupation whichever is higher.

12) PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION :--  
(S. R. 317-B-11).

a) An allotment shall be effective from the date on which it is issued by the Estate Officer and shall continue in force for the following period and after which it will be deemed to be cancelled.

i) The expiry of the concessional Period permissible under sub clause (b) after the Officer ceases to be on duty in an eligible office at Agartala.

ii) It is cancelled by the Estate Officer or is deemed to have been cancelled under any provision in these rules.

iii) It is surrendered by the Officer or,

iv) The Officer ceases to occupy the residence.

(The Officer shall be allowed 8 days time from the date of receipt of allotment letter to communicate acceptance of the allotment order).

b) A residence allotted to an officer may be retained by him/her or his/her family member on any of the events specified below for the period mentioned in the corresponding column of the table below :--

TABLE

EVENTS	PERMISSIBLE PERIOD OF RETENTION OF THE RESIDENCE
i) Resignation, Dismissal, removal from service, termination of service.	i) 1(one) Month.
ii) Retirement or terminal leave.	ii) 2(two) Months.
iii) Death of allottee	iii) 4(four) Months.
iv) Transfer to a place outside Agartala.	iv) 2(two) Months.
v) Transfer to an ineligible Office at Agartala.	v) 2(two) Months.
vi) On proceeding on foreign service in India.	vi) 2(two) Months.
vii) Temporary transfer in India or transfer to a place outside India.	vii) 2(two) Months.

1	2
viii) Leave (Other than leave preparatory to retirement, refusal leave, terminal leave, medical leave or study leave.	For the period of leave but not exceeding 4(four) months.
ix) Leave preparatory to retirement or refused leave granted under F. R. 86.	For full period of leave subject to a maximum of 4(four) months inclusive of the period permissible in the case of retirement.
x) Study leave or deputation outside India or study leave in India.	For the period of leave but not exceeding 4(four) months.
xi) Leave on medical grounds (other than T. B. leave).	For the period of leave but not exceeding 8(eight) months. (Certificate issued by the Doctor is to be attached with the application).
xii) Medical leave on ground of T. B. and Cancer.	For the full period of leave (Certificate issued by the Doctor to this effect is to be attached with the application).
xiii) On proceeding on training.	For the full period of training (Certificate from the competent Authority is to be attached with the application).

**EXPLANATION ;—**

i). The period permissible on transfer mentioned against item (iv), (v), (vi), and (vii) shall count from the date of relinquishing charge and shall be in addition to the period of leave, if any sanctioned to and availed of by the Officer before joining duty at the new office.

ii) Where an Officer is on medical leave without pay and allowances, he may retain his residence by virtue of the concession under item (xi) of the aforesaid table, provided he remits the licence fee for such residence through treasury transfer challan in the State Bank of India under head of account 0216— Housing every month and where he fails to remit such licence fee for more than 2(two) months, the allotment shall stand cancelled.

c) Where a residence is retained under sub-rule (b) the allotment shall be 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 Agartala.

d) An Officer who has retained the residence by virtue of the concession under item (i) or item (ii) of the table below sub-rule (b) shall on re-employment in an eligible office within the period specified in the said table, be entitled to retain that residence and he shall also be eligible for any further allotment of residence under these rules ;

Provided that if the emolument of the Officer on such re-employment do not entitle him to the types of residence occupied by him, he shall be allotted a lower type of residence.

e) Notwithstanding anything contained in sub-rule (b), (c) & (d) when an officer is dismissed or removed from service or when his services have been terminated and the Head of the Department or Head of 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 to cancel the allotment of the residence, he may request the Estate officer to cancel the allotment order forthwith or with effect from such date prior to the expiry of the period of one month referred in item No. (1) of sub-rule (b) and the Estate Officer shall act accordingly.

### 13) PROVISIONS RELATING TO LICENCE FEE ; (S. R.-317-B-12)

a) Where an allotment of accommodation or alternative accommodation has been accepted the liability for licence fee shall commence from the date of occupation or the eighth day from the date of allotment in case of a house already vacant or the eighth day from the date of intimation about vacant possession.

An Officer who, after acceptance, fails to take possession of that accommodation within 8(eight) days from the date of receipt of the allotment letter shall be charged licence fee from such date upto a period of 12(twelve) days provided nothing contained herein shall apply where the concerned maintenance Division/Sub-Division certifies that accommodation is not yet ready for occupation and as a result of which the officer does not occupy the accommodation within the period specified.

b) where an Officer, 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. He may however, retain the former residence without payment of licence fee for that day and the subsequent day for shifting

c) Standard rent will be revised time to time.

14) PERSONAL LIABILITY OF THE OFFICER FOR PAYMENT OF LICENCE FEE TILL THE RESIDENCE IS VACATED AND FURNISHING OF SURETY BY TEMPORARY OFFICERS :-- (S R. 317-B-13)

a) The Officer to whom a residence has been allotted shall be personally liable for the licence fee thereof and for any damage beyond fair wear and tear caused thereto or to the furniture, fixtures of fitting or services provided therein by Government 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 rule, until the residence along with the out house appertinent thereto have been vacated and full vacant possession thereof has been restored to Government.

b) Where the Officer to whom a residence has been allotted is neither a permanent or quasi-permanent Govt. Servant he shall execute a surety bond in the prescribed form in this behalf with the Govt. of Tripura with a surety who shall be permanent Govt. Servant serving under the state Government, for due payment of licence fee and other charges due from him in respect of such residence and other residence provided in lieu.

c) If the surety ceases to be in Government service or becomes insolvent or withdraws his guarantee or to be available for any other reason, the officer shall furnish a bond executed by another surety within 15 (fifteen) days from the date of his acquiring knowledge of such event of fact and if he fails to do so, the allotment of the residence to him shall unless otherwise decided by the Estate Officer be deemed to have been cancelled from the date of that event.

15) SURRENDER OF AN ALLOTMENT AND PERIOD OF NOTICE :-- (S.R. 317-B-14).

a) An officer may at any time surrender an allotment by giving intimation so as to reach the Estate Officer and the concerned maintenance sub-division at least 1 (one) day before the date of vacation of residence. The allotment of the residence shall be deemed to be cancelled with from the date on which the letter is received by the Estate Officer or the day specified in the letter whichever is later.

If he fails to give due notice he shall be responsible for payment of licence fee for the number of days by which the notice given by him falls short. Provided that the Estate Officer may accept a notice for a short period.

b) An officer who surrenders the residence under sub-rule (a) shall not be considered again for allotment of Government accommodation at the same station for a period of one year from the date of such surrender.

16) CHANGE OF RESIDENCE :- (S.R. 317-B-15)

a) An officer to whom a residence has been allotted under these rules may apply for change of another residence of the same type. But not more than one change shall be allowed in respect of one type of residence allotted to the officer.

b) If application for change of residence is received more than one then the decision will be taken considering the date of receipt of such application in the Estate Office, P.W.D.

c) If an officer fails to accept a change of residence offered to him within five days of the receipt of such Offer of allotment, he shall not be considered again for a change of allotment of that type.

d) An Officer who after accepting a change of residence fails to take possession of the same shall be charged licence fee in addition of his present quarter which is already in his possession and the allotment of which shall continue to subsist.

17. CHANGE OF RESIDENCE IN THE EVENT OF DEATH OF A MEMBER OF FAMILY (S.R. 317-B-16).

Notwithstanding anything contained in the rule 16 an Officer 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 will be given in the same type of residence.

18. MUTUAL EXCHANGE OF RESIDENCE :- (S.R. 317-B-17).

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

19. MAINTENANCE OF RESIDENCE :- (S.R. 317-B-19).

The Officer to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of P.W.D. Govt. of Tripura and the Municipal Corporation of Agartala.

Such Officer shall not grow any tree, shrubs or plants contrary to the instruction issued by the Government or P.W.D, nor cut or top off any existing tree or shrub in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the P.W.D. Govt. of

Tripura. The allottee concerned also not allowed to grow any plantation or vegetation in the Quarter premises or nearby area. In such cases the Estate Officer if felt necessary may cancel the allotment order and ask the allottee concerned to vacate the quarter within a specified period. Trees, plantation or vegetation grown in contravention of this may be caused to be removed by the P.W.D. at the risk and cost of the Officer concerned.

20) UNAUTHORISED USE OF RESIDENCE :—(S.R. 317-B-20).

a) No Officer shall sublet the whole or part of his residence allotted to him, failing which the Estate Officer may cancel the allotment order.

b) No Officer shall be allowed to construct any additional accommodation in his residence, failing which the Estate Officer may cancel the allotment order.

c) If any major damage to the residence or any modification or alterations are made to the residence, the allottee will be responsible for this and will be liable for cancellation of allotment order by the Estate Officer.

d) No Officer shall be allowed to use his residence for commercial or political purpose, failing which the Estate Officer may cancel the allotment order.

21) CONSEQUENCES OF BREACH OF RULES AND CONDITIONS :—(S.R. 317-B-21).

a) If an Officer to whom a residence has been allotted unauthorisedly sublets the residence or shares the residence with another person other than his family member as already defined 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 condition 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 Estate Officer considers to be improper or conducts himself in a manner which in the opinion of the Estate Officer is prejudicial to the maintenance of harmonious relation with his neighbours or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Estate Officer, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence.

EXPLANATION :—

In this sub-rule, the expression "Officer" includes unless the context otherwise requires, a member of his family and any person claiming through the officer.

b) If any Officer sublets a residence allotted to him or any of the out houses, garrages or stables appertinent thereto in contravention of these rules he may, without prejudice to any other action that may be taken against him be charged enhanced licence fee not exceeding four times the standard licence fee under F. R. 45A. The quantum of licence fee to be recovered and the period for which the same may be recovered in each case will be decided by the Estate Officer on merits.

c) When the allotment is cancelled on account of unauthorised subletting of the premises by the allottee, the allottee or any other person residing with him therein shall vacate the premises immediately and in any case before the expiry of a period of 7(seven) days from the date of the order of cancellation of allotment.

d) The Estate Officer shall be competent to take decision in the matter mentioned under the sub-rule ( a to c ) of Rule 22 above. The Estate Officer may also declare the Officer, who commits a breach of the rules and instruction to be ineligible for any allotment of residence for a period not exceeding three years.

## 22. OVERSTAYAL IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT ORDER ( S. R. 317-B-22 ) :—

Where, after an allotment has been cancelled or is deemed to be cancelled under any provision contained in these rule and after issuing notice to him to vacate the Quarter, if the allottee does not vacate the quarter within the specified period, the Estate Officer, P. W. D. may refer the case to the S.D.O. (SADAR), Agartala for eviction as the law and order of the SADAR SUB-DIVISION is maintained by him/her. In such case the allottee is liable to pay licence fee (for the period after cancellation of allotment order) of the residence at the rate of double the standard licence fee. Service furniture and garden charges equal to the market licence fee. which will be assessed by the concerned maintenance Division/Sub-division of Tripura P. W. D. The allottee is also liable for payment of damage of residence as assessed by the concerned Division/Sub-division of Tripura P. W. D.

Provided that an officer, in special case may be allowed by the Estate Officer to retain a residence on payment of twice the licence fee for a period not exceeding 6(six) months beyond the period permitted under rule 12(b). In such cases the Estate Officer will refer the matter to the House Allotment Committee for decision and the decision of H. A. Committee is final and binding to all concerned.



23. INTERPRETATION OF RULES :— (S. R. 317-B-24).

If any question arises as to the interpretation of these rules, the decision of the Government, thereon shall be final and binding to all concerned.

Any valid allotment of residence which is subsisting immediately before the commencement of these rules in force shall be deemed to be allotted under the provision of these rules and notwithstanding that the Officer to whom the residence was allotted is not entitled to a residence of that type under these rules and all the proceeding provisions of these rules shall apply in relation to that allotment and that officer accordingly.

24. APPEAL AGAINST ORDER OF ESTATE OFFICER :-

Any Officer aggrieved by any order of the Estate Officer under these rules may prefer an appeal to the Engineer-in-Chief, P.W D- within a period of 10 (ten) days from the date of the order and the decision of the Engineer-in-Chief, P.W.D. in appeal shall be final and binding to all concerned.

25. RELAXATION OF RULES :- (S.R. 317-B-25).

The House Allotment Committee approved by the Government of Tripura may for reasons to be recorded in writing relax any or all the provisions of the rules in the case of any Officer or residence or class of Officer or type of residence.

26. DELEGATION OF POWERS FUNCTIONS :- (S.R. 317-B-26)

The Government may delegate any or all the powers conferred upon it by these rules to any Officer under its control, subject to such conditions as it may deem fit to impose.

**PRESCRIBED FORMAT FOR APPLICATION  
FOR ALLOTMENT OF GOVERNMENT QUARTERS**

To  
The Estate Officer,  
P. W. D.  
(Secretary House Allotment Committee)  
AGARTALA

SUB : Application for allotment of Govt. Quarter.

Sir/Madam,

I hereby apply for Government Residential Accommodation under "General Pool". Necessary particulars are as below.

- 1) Name in full and Designation :  
with official address of the  
applicant.
  
- 2) Address in full of the applicant ;  
(as per Service Book)
  - a) Father's Name :
  - b) Village or street :
  
- 3) Present residential address of ;  
the applicant (if in occupation  
of Govt. Qtr. please indicate the  
type, number and location of  
the Quarter).
  
- 4) Whether licence fee free :  
accommodation ( Furnished or  
unfurnished ) is admissible  
(order of the Government should  
be enclosed).

- 5) Date of Joining to the Govt. ;  
Service indicate Central or  
State.
  - a) Whether temporary or :  
permanent.
  - b) Date of retirement. :
- 6) Date of Joining on duty at :  
Agartala (Transfer or deputation) indicate the post hold at  
the time of Joining.
- 7) Scale of pay in details ( Present :  
Scale) and date of increment in  
the scale and also mention the  
special pay and N. P. A. if any.
- 8) Scale of pay in details (Previ- :  
ous scale before revision of  
present scale) and date of incre-  
ment as was in that scale and  
special pay and N.P.A. if any  
in that scale.
- 9) Basic pay as on 1st January of :  
the allotment year and entitle-  
ment on 1st January of allot-  
ment year (if the allotment year  
is 1998 then indicate the basic  
pay as on 1.1.98)

## ENTITLEMENT :—

- TYPE-I — Basic pay upto Rs. 3199/-  
 TYPE-II — Basic pay from Rs. 3200/- to Rs. 6499/-  
 TYPE-III — Basic pay from Rs. 6500/- to Rs. 11,149/-  
 TYPE-IV — Basic pay from Rs. 11,150/- to Rs. 15,099/-  
 TYPE-V — Basic pay from Rs. 15,100/- to Rs. 18,499/-  
 TYPE-VI — Basic pay from Rs. 18,500/- and above.

10) In case of married lady :  
 applicant.

a) Name of the Husband :

b) Profession of her husband :  
 and place of posting.

11) Whether the applicant married :  
 or unmarried. name and rela-  
 tion of the family members and  
 their present occupation.

12) Whether the applicant has :  
 taken any house building  
 advance, if so please indicate  
 the locality where the building  
 is to be constructed.

(In case the applicant or any  
 family member has taken house  
 building advance for construc-  
 tion of house at Agartala, he/she  
 will not be eligible for allot-  
 ment of Govt. residence).

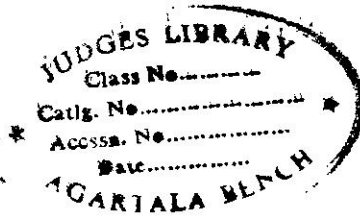
13) Designation of the D. D. O. :  
 and Official address.

(Signature of the applicant in  
 full with designation)

TO BE COMPLETED BY THE APPLICANT'S  
DRAWING AND DISBURSING OFFICER

Certified that basic pay of Sri/Smt. ... ..  
... .. (Designation) on 1.1... .. is  
Rs... .. and the same has been verified with the pay bill of  
the applicant for the month of January... .. The permanent  
address of the applicant has been verified with his Service Book and certified  
that the applicant has no house in his/her name or in the name of any family  
members within 10 (ten) km. radius from Secretariat Building and the same  
has been verified with his/her property statement (immovable) as submitted  
by the applicant. It is also certified that the applicant has not taken any  
house building loan from the Govt. to construct a house at Agartata.

(Signature of the D.D.O.  
with Office seal.)



4. Tripura Gazette, Extraordinary Issue, August 29, 1973 A. D.

16. Heads of Departments should take such action as they may consider fit against the defaulters.

17. The Estate Officer will also be responsible to control unauthorised occupation, if any, of the Government property entrusted to his care. Any legal proceedings in this connection will also be his responsibility.

**ALLOTMENT OF GOVERNMENT RESIDENCES  
(GENERAL POOL AT AGARTALA) RULES 1973.**

Allotment of residences under the administrative control of the Estate office to Officers employed in eligible office, who are required to reside on duty at Agartala with the Government of Tripura.

**Short titles and application (S. R. 317-B-1) :—**

1. These rules may be called the Allotment of Govt. Residences (General pool at Agartala) Rules, 1973.
2. They shall come into force from the date of Publication in the official gazette.

**3. Definitions (S. R. 317-B-2) :—**

In these rules unless the context otherwise requires :—

a) "ALLOTMENT" means the grant of licence to occupy a residence in accordance with the provision of these rules.

b) "Allotment year" means the year beginning on the 1st January or such other period as may be specified by the state Government.

c) "Agartala" means the area under Agartala Municipality and also the areas covered by the College Tilla, Arundhutinagar, Bardwali, Badharghat, Abhoynagar, Bhati Abhoynagar, Kunjaban Township and 79-Tilla or any other area declared by the Government for allotment of General Pool accommodation.

d) "Eligible office" means a Govt. office the staff of which has been declared by the state Government as eligible for accommodation under these rules.

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e) "Emoluments" means the emoluments as defined in rule 45-C of the Fundamental Rules, but excludes the compensatory allowances.

**Explanation :—**

In the case of an officer who is under suspension the emoluments drawn by him on the first day of the allotment year in which he was 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 as emoluments.

f) "Family" means the wife or husband, as the case may be, and children, step children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the officer.

g) "Government" means the Tripura Government unless the context otherwise requires.

h) "Priority date" of an officer in relation to a type of residence to which he is eligible under the provision of Rule-7 means the earliest date from which he has been continuously drawing emoluments relevant to a particular or higher type in a post under the state Government except for period of leave.

PROVIDED that in the case of an officer on deputation to foreign service on his reposting in the eligible office at Agartala, the period of foreign service shall be included for the purpose of determination of his priority date.

PROVIDED also that where the priority date of two or more officers in the same seniority among them shall be determined by the amount of emoluments, the officers in receipt of higher emolument taking precedence over the officer in receipt of lower emoluments and where the emoluments are equal by length of service under the state Government.

i) "Licence fee" means the some of money payable monthly in accordance with the provision of the Fundamental Rules in respect of the residence allotted under these rules.

j) "Residence" means any residence for the time being under the administrative control of the estate office.

k) "Subletting" includes sharing of accommodation by an allottee with another person with or without payment of rent by such other person.

*Explanation* :—Any sharing of accommodation by an allotted with close relation shall not be deemed to be subletting.

l) "Estate Officer" means the officer exercising administrative control over the accommodation of General pool and is appointed as such by the State Government,

m) "Temporary transfer" means a transfer which involves an absence for a period not exceeding four months.

n) "Transfer" means a transfer from Agartala to any other place or from an eligible office to an ineligible office at Agartala.

o) "Type" in relation to an officer means the type of residence to which he is eligible under these rules.

**4. Eligibility—(S. R. 317-B-3).**

1) No officer shall be eligible for allotment of any residence under those rules or if he is already in occupation of such residence, to its continued retention if he owns or since the allotment of Government accommodation becomes the owner in full or in part of a house whether in his own name or in the name of any other member of his family within a radius of 5 (five) Km. from the Secretariat Building, Agartala.

2) Notwithstanding anything contained in sub-rule (1) above, the Estate Officer may allot or re-allot Govt. accommodation to an officer if :—

a) the house owned by him or any members of his family has been requisitioned by the Government,

b) it is proved to the satisfaction of the Estate Officer that such house was given on lease :—

i) before the posting of the officer in an eligible area at Agartala or,



ii) before the acquisition of the house by him or any member of his family,

and that it is not possible for the lessor for reasons beyond his control to obtain vacant possession of the house.

5. No officer of any department which has quarters under its own control, shall be eligible for allotment of any quarters unless the quarters of such department are surrendered for allotment by the Estate Officer.

**Allotment to Husband and wife, eligibility in cases of Officers who are married to each other (S.R. 317-B-4).**

6. a) No officer shall be allotted a residence under these rules if the wife or the husband as the case may be, of the officer has already been allotted a residence unless such residence is surrendered.

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

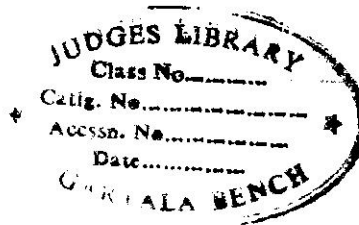
b) Where two officers in occupation of separate residences allotted under these rules marry each other they shall within one month of the marriage surrender one of the residences.

c) If a residence is not surrendered as required by sub-rule (b) the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of the period mentioned in sub-rule (b) and if the residences are of the same type the allotment of such one of them as the Estate Officer may decide shall be deemed to have been cancelled on the expiry of such period.

d) Where both the husband and the wife are employed under the State Government the title of each of them to allotment of residence under these rules shall be considered independently.

e) Notwithstanding anything contained in sub-rules (a) and (b) :—

i) if a wife or a husband, as the case may be, who is an allottee of a residence under these rules, is subsequently allotted a residential accommodation at the same station from a pool to which



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these rules do not apply, she or he, as the case may be, shall surrender any one of the residences within one month of such allotment.

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

ii) where two officers, in occupation of separate residences at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other any one of them shall surrender any one of the residences within one month of such marriage ;

iii) if a residence is not surrendered as required under clause (i) or clause (ii) the allotment of the residence in the general pool shall be deemed to have been cancelled on the expiry of the periods mentioned in the said clauses.

**Classification of Residences : (S. R. 317-B-5).**

Save as otherwise provided by these rules, an officer shall be eligible for allotment of a residence of the type shown in the table below :—

Type of residence.	Category of Officer or his monthly emoluments as on the first day of the allotment year in which the allotment is made.
1	2
I	Not exceeding Rs. 109/- per month.
II	Exceeding Rs. 109/- per month but not exceeding Rs. 249/- per month.
III	Exceeding Rs. 249/- per month but not exceeding Rs. 399/- per month.
IV	Exceeding Rs. 399/- per month but not exceeding Rs. 699/- per month.
V	Exceeding Rs. 699/- per month but not exceeding Rs. 1,299/- per month.

1	2
VI	Exceeding Rs. 1,299/- per month but not exceeding Rs. 2,249/- per month.
VII	Exceeding Rs. 2,249/- per month and above.

**8. Applications for Allotment ( S. R. 317-B-6 ).**

- (a) Every Government Officer in occupation of Govt. accommodation, shall submit an application annually in such form and manner and by such date as may be specified by the Estate Officer in this behalf.
- (b) In the case of officer not in occupation of Govt. accommodation, the Estate Officer shall invite applications in such form and manner and before such date as may be specified by him.
- (c) An officer, joining duty at Agartala on first appointment or on transfer, may submit his application to the Estate officer within a month of his joining duty.
- (d) Application received under sub-rule(c) on or before the 20th day of a calendar month, shall alone be considered for allotment in the succeeding month.

**9. Allotment of Residences and Offers ( S. R. 317-B-7 ).**

- (a) Save as otherwise provided in these rules, a residence falling vacant will be allotted by the Estate Officer to an applicant having the earliest priority date for that type of residence subject to the following conditions :—
  - (i) The Estate Officer shall not allot a residence of a type higher than that to which the applicant is eligible under these rules.
  - (ii) The Estate officer shall not compel any applicant to accept any residence of a lower type than that to what he is eligible under these rules.

(iii) The Estate officer on request from an applicant for allotment of a lower category residence might allot to him a residence next below the type of which the applicant is eligible under rule 7 on the basis of his priority date for the same.

(b) The Estate officer may cancel the existing allotment of an officer 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 officer if the residence in occupation of the officer is required to be vacated.

(c) A vacant residence may in addition to allotment to an officer under sub-rule (a) above, be offered simultaneously to other eligible officers in order of their priority dates.

Any officer who on any date ( hereafter in these rules referred to as the relevant date ) subsequent to the date of his application for allotment of residence, becomes ineligible for such allotment under any of these rules shall notify the fact to the Estate Officer within a period of 7 ( seven ) days of the relevant date. In the event of the officers failure to so notify him, the Estate Officer may reject the application for allotment or if an allotment has already been made cancel such allotment with effect from the relevant date and require the officer to vacate the residence forthwith.

#### 10. Out-of-turn Allotments ( S. R. 317-B-9 ).

Notwithstanding the provisions of rule 9, allotment of residence may be made by the Estate Officer on out-of-turn basis to an officer on grounds of serious illness of self or a member of his family in consultation, if considered necessary, with the prescribed medical authority. The priority of allotment in such cases will be the date on which the application of the officer for out-of-turn allotment is received by the Estate Officer.

**11. Non-Acceptance of Allotment or offer or failure to occupy the Allotted residence after acceptance ( S. R. 317-B. 10 )**

(a) If an officer 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 vacant possession of the residence allotted, he shall not be eligible for another allotment for a period of one year from the date of the allotment letter.

(b) If an officer occupying a lower residence is allotted or offered a residence of the type for which he is eligible under these rules, 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 :—

- (i) that such an officer shall not be eligible for another allotment for a period of six months from the date of the allotment letter for the higher class accommodation, and
- (ii) while retaining the existing residence he shall be charged the same licence fee which he would have had to pay under F. R. 45.A in respect of the residence so allotted or offered or the licence fee payable in respect of the residence already in his occupation whichever is higher.

**12. Period for which allotment subsists and the concessional period for further retention (S.R. 317-B. 11).**

a) An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until :—

- i) the expiry of the concessional period permissible under sub-clause (b) after the officer ceases to be on duty in an eligible office at Agartala,
- ii) it is cancelled by the Estate officer or is deemed to have been cancelled under any provision in these rules,
- iii) it is surrendered by the officer, or
- iv) the officer ceases to occupy the residence.



b) A residence allotted to an officer may subject to sub-rule (c), 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 therefore, provided that the residence is required for the bonafide use of the officer or members of his family.

TABLE

Events	Permissible period for relation of the Residence.
1	2
i) Resignation Dismissal, removal from service, termination of service,	1 month.
ii) Retirement on terminal leave	2 months.
iii) Death of allottee	4 months.
iv) Transfer to a place outside Agartala.	2 months.
v) Transfer to an ineligible office at Agartala.	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, refusal leave, terminal leave, medical leave or study leave).	For the period of leave but not exceeding 4 months.
ix) Leave preparatory to retirement or refused leave granted under F. R. 86.	For full period of leave on full average pay subject to a maximum of 4 months inclusive of the period permissible in the case of retirement.

1	2
x) Study leave or deduction outside India.	For the period of leave but not exceeding 8 months.
xi) Study leave in India.	—do—
xii) Leave on medical grounds (other than T. B. leave)	For the period of leave but not exceeding 8 months.
xiii) Medical leave on ground of T. B.	For the full period of leave.
xiv) On proceeding on training	For the full period of training.

*Explanation :—*

(i) The period permissible on transfer mentioned against item (iv), (v), (vi) & (vii) shall count from the date of relinquishing charge and shall be in addition to the period of leave, if any, sanctioned to and availed of by the officer before joining duty at the new office.

(ii) 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 (b), 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.

(c) Where a residence is retained under sub-rule (b) the allotment shall be 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 Agartala.

(d) An officer who has retained the residence by virtue of the concession under item (i) or item (ii) of the table below sub-rule (b) shall on re-employment in an eligible office within the period specified in the said table, be entitled to retain that residence and he shall also be eligible for any further allotment of residence under these rule.

Provided that if the emolument of the officer on such re-employment do not entitle him to the types of residence occupied by him, he shall be allotted a lower type of residence.

(e) Notwithstanding anything contained in sub-rules (b), (c) and (d), 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 one month referred to in item (1) of the table below sub-rule (b) as he may specify and the Estate officer shall act accordingly.

**13. Provisions relating to licence fee (S. R. 317-B. 12) :—**

(a) Where an allotment of accommodation or alternative accommodation has been accepted, the liability for licence fee shall commence from the date of occupation or the eighth day from the date of allotment in case of a house already vacant or the eighth day from the date of intimation about vacant possession.

An officer who, after acceptance, fails to take possession of that accommodation within eight days from the date of receipt of the allotment letter, shall be charged licence fee from such date upto a period of twelve days, provided nothing contained herein shall apply where the Public Works Department certifies that the accommodation is not yet ready for occupation and as a result thereof the officer does not occupy the accommodation within the period aforesaid.

(b) Where an officer, 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. He may however, retain the former residence without payment of licence fee for that day and the subsequent day for shifting.

**14. Personal Liability of the officer for payment of licence fee till the Residence is vacated and Furnishing of surety by temporary officers (S. R. 317-B. 13).**

(a) The officer to whom a residence has been allotted shall be personally liable for the licence fee thereof and for any damage



beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings or services provided therein by Government 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 Government.

(b) Where the officer to whom a residence has been allotted is either a permanent nor a quasi-permanent Govt servant, he shall execute a security bond in the prescribed form in this behalf by the Tripura Government with a surety, who shall be permanent Government servant serving under the State Government, for due payment of licence fee and other charges due from him in respect of such residence and other residence provided in lieu.

(c) If the surety ceases to be in Government service or becomes insolvent or withdraws his guarantee or ceases to be available for any other reasons, the officer shall furnish a bond executed by another surety within thirty days from the date of his acquiring knowledge of such event or fact, and if he fails to do so, the allotment of the residence to him shall unless otherwise decided be the Estate officer be deemed to have been cancelled from the date of that event.

**15. Surrender of an allotment & period of notice (S.R. 317-B. 14).**

(a) An officer may at any time surrender an allotment by giving intimation so as to reach the Estate officer at least ten days before the date of vacation of residence. 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 Estate officer or the day specified in the letter whichever is later. If he fails to give due notice he shall be responsible for payment of licence fee for ten days or the number of days by which the notice

given by him falls short of ten days provided that the Estate officer may accept a notice for a short period.

(b) An officer who surrenders the residence under sub-rule (a) shall not be considered again for allotment of Government accommodation at the same station for a period of one year from the date of such surrender.

16. Change of Residence ( S. R. 517-B. 15 ).

(a) An officer to whom a residence has been allotted under these rules may apply for change of another residence of the same type or a residence of the type to which he is eligible under these rules, whichever is lower within the same type. Not more than one change shall be allowed in respect of one type of residence allotted to the officer.

(b) All applications for change made in the form prescribed by the Estate officer and received upto the 19th day of a calendar month shall be included in the waiting list of the succeeding month. For the purpose of this rule the officers whose names are included in the waiting list in any month shall be kept en-block above those names which are included in the list of the subsequent month. The interse seniority of the officers included in the list in any particular month shall be determined in the order of their priority dates.

(c) Change shall be offered in order of seniority determined in accordance with sub-rule (b) and having regard to the officers preferences as far as possible.

(d) If an officer fails to accept a change of residence offered to him within five days of the receipt of such offer or allotment, he shall not be considered again for a change of allotment of that type:

(e) An officer who after accepting a change of residence fails to take possession of the same, shall be charged licence fee for such residence in accordance with the provision of sub-rule (a) of rule (b) in addition to the normal licence fee under F. R. 45A for the residence already in his possession the allotment of which shall continue to submit.

**17. Change of Residence in the Event of Death of a Member of the Family (S. R. 317-B. 16).**

Notwithstanding anything contained in the rule 16 an officer 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 will be given in the same type of residence.

**18. Mutual Exchange of Residence (S. R. 317-B. 17.)**

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

**19. Transfer to Non Family Station (S. R. 317-B. 18.)**

If an officer is transferred to a station where he is not permitted or advised by the Government to take his family with him and the residence allotted to him under these rules is required by the family for the bonafide educational need of his children, he may be allowed on request to retain the residence on payment of licence fee under F. R. 45A till the end of current academic session of his children at Agartala.

**20. Maintenance of Residence (S. R. 317-B. 19 )**

The officer to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the P. W. D., Tripura and the Municipality, Agartala. Such officer shall not grow any tree, shrubs or plants contrary to the instruction issued by the Government or PWD nor cut or top off any existing tree or shrub in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the P.W.D., Tripura. Trees plantation or vegetation grown in contravention of this may be caused to be removed by the PWD at the risk and cost of the officer concerned.

**21. Subletting & Sharing of Residence (S. R. 317-B 20)**

No officer shall share the residence allotted to him or any of the out houses, garage and stables appurtenant thereto except with the employees of State Government eligible for allotment of residence under these rules. The servants quarters, out houses, garages and stables may be used only for the bonafide purposes including residences of the servants of the allottee or for such other purposes as may be permitted by the Estate Officer.

(b) No officer shall sublet the whole of his residence provided that an officer proceeding on leave may accommodate in the residence any other officer eligible to share Government accommodation as a care taker for the period specified in rule 12(b) but not exceeding six months.

(c) Any officer who shares or sublets his residence shall do so at his own risk and responsibility and shall remain personally responsible for any licence fee payable in respect of the residence and for any damage caused to the residence or its precincts or grounds or services provided therein by the Govt. beyond fair wear and tear.

**22. Consequences of Breach of Rules and Conditions (S.R.317-B,21).**

(a) If an officer to whom a residence has been allotted unauthorisedly sublets the residence or charges rent from the sharer at a rate which the Estate officer 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 tempers 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 Estate officer considers to be improper or conducts himself in a manner which in his opinion is prejudicial to the maintenance of harmonious relation with his neighbours or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the

Estate officer, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence.

*Explanation :—*

(a) In this sub-rule, the expression "officers" includes, unless the context otherwise requires, a member of his family and any person claiming through the officer.

(b) If an officer sublets a residence allotted to him or any portion thereof or any of the out-houses, garages or stables appurtenant thereto in contravention of these rules he may, without prejudice to any other action that may be taken against him be charged enhanced licence fee not exceeding four times the standard licence fee under F. R.45A. The quantum of licence fee to be recovered and the period for which the same may be recovered in each case will be decided by the Estate officer on merits. In addition the officer may be debarred from sharing the residence for such specified period in future as may be decided by the Estate Officer.

(c) When the allotment is cancelled on account of unauthorised sub-letting of the premises by the allottee, the allottee or any other person residing with him therein shall vacate the premises immediately and in any case before the expiry of a period of 7 days from the date of the order of cancellation of allotment.

(d) Where the allotment of residence is cancelled for conduct prejudicial to the maintenance of harmonious relation with neighbours the officer at the discretion of the Estate Officer may be allotted another residence in the same class at any other place.

(e) The Estate Officer shall be competent to take all or any of the actions under sub-rule (a) or sub-rule (d) of this rule and also to declare the officer, who commits a breach of the rules and instructions issued to him to be ineligible for any allotment of residence for a period not exceeding three years.

**23. Overstay in Residence after Cancellation of allotment****(S.R. 317-B.22) :—**

Where, after an allotment has been cancelled or is deemed to be cancelled under any provision contained in these rules, the residence remains or has remained in occupation of the officer to whom it was allotted or if any person claiming through him, such officer shall be liable to pay damages for use and occupation of the residence, service, furniture and garden charges equal to the market licence fee as may be determined by the Estate Officer.

Provided that an officer, in special cases may be allowed by the Estate Officer to retain a residence on payment of twice the standard licence fee under F. R. 45A or twice the period standard licence fee under F. R. 45A whichever is higher, for a period not exceeding six months beyond the period permitted under rule 12 (b).

**24. Interpretation of Rules ( S. R. 317-B-24 ) :**

If any question arises as to the interpretation of these rules, the decision of the Govt. thereon shall be final.

Any valid allotment of residence which is subsisting immediately before the commencement of these rules under the rules then in force shall be deemed to be an allotment duly made under these rules notwithstanding that the officer to whom it has been made is not entitled to a residence of that type under these rules and all the preceding provisions of these rules shall apply in relation to that allotment and that officer accordingly.

**25. Appeal against Orders of Estate Officer :**

Any officer aggrieved by any order of the Estate Officer under these rules may prefer an appeal to the Superintending Engineer, 2nd Circle, PWD, within a period of ten days from the date of the order and the decision of the S. E., 2nd Circle in appeal shall be final and binding.

**26. Relaxation of Rules (S. R. 317-B. 25) :—**

The Government may for reasons to be recorded in writing relax any or all of the provisions of the rules in the case of any officer or residence or class of officers or type of residence.

27. Delegation of powers or Functions (S. R. 317-B. 26)

The Government may delegate any or all the powers conferred upon it by these rules to any officer under its control, subject to such conditions as it may deem fit to impose.

FORM OF APPLICATION FOR ALLOTMENT OF  
GOVERNMENT QUARTERS

Dated, the                      th 1973.

To

The Estate Officer,  
Public Works Department,  
(Secretary, H. A. Committee),  
Government of Tripura,  
Agartala.

Sir,

I hereby apply for Government Residential accommodation.  
Necessary particulars are as below :—

1. Name (in full) of applicant—
2. Address in full of the applicant—
3. Name of Department in which employed—
4. Present Designation—
5. Scale of Pay—
6. Present pay in the scale—
7. Pay drawn in past is indicated below—
  - a) Pay was Rs. 110/- on...                      ...                      ...(Date)
  - b) Pay was Rs. 250/- on...                      ...                      ...(date)
  - c) Pay was Rs. 400/- on...                      ...                      ..(date)
  - d) Pay was Rs. 700/- on...                      ...                      ...(date)
8. Allowances (Nature and amount of each) allowances to be indicated separately—
9. Whether on deputation, if so.
  - a) Amount of deputation pay—
  - b) Whether rent free un-furnished/ accommodation is admissible as per terms of deputation—
  - c) The period of deputation—

10. Whether married or un-married—

11. Details regarding family members living with the applicants indicating the relationship with them—

	Name	Relationship
i) ...	...	Father.
ii) ...	...	Mother
iii) ...	...	Wife
iv) ...	...	Son
v) ...	...	Daughter.
vi) ...	...	Brother
vii) ...	...	Sister.

12. Present residential address and accommodation occupied at present—

13. Name of the Treasury from which pay is drawn—

14. Class of accommodation entitled—

15. Date of joining at Agartala—

Signature of the applicant.

Certified that I am not in occupation of a Govt. residence and that I have no house either in my own name or in the name of any of my family members within a radius of 5 (five) Kilometres from the Secretariat Building, Agartala.

I also hereby declare that I shall abide by the terms and conditions etc. as provided in the "Allotment of Government Residence (General Pool at Agartala) Rules, 1973"

Dated, Agartala,

The . . . th . . . 1973.

Signature of the applicant

The above information so far as service and pay particulars are concerned is true to my knowledge and belief.

Signature of the Head of the office