



**BHARAT SANCHAR NIGAM LTD.**

(A GOVERNMENT OF INDIA ENTERPRISE)  
SR CELL, Corporate Office  
8th Floor, Bharat Sanchar Bhawan,  
Harish Chander Mathur Lane,  
Janpath, New Delhi-110 001

No. BSNL/6-1/SR/2011 (i)

Dated, the 31.10.2011

To,

**All CGMs,  
Bharat Sanchar Nigam Limited.**

**Sub: Cases/requests for retention of staff quarters beyond permissible period at stations where sufficient quarters are vacant— Delegation of Powers to Circle Heads regarding**

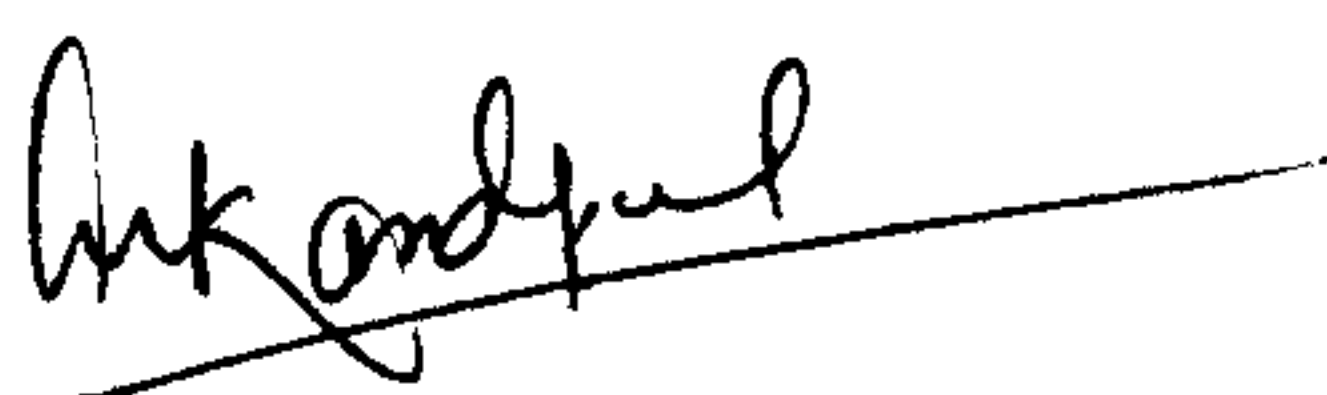
In order to ensure optimal utilization of vacant staff quarters and to minimize delay in deciding the cases/requests for retention of staff quarters beyond permissible limit, it has been decided by the High Power Committee, BSNL Corporate Office to delegate its power to the Circle heads. The guidelines relating to consideration of such cases of retention beyond normal permissible period at stations where vacant quarters are available and attendant conditions thereof are as follows :-

- i.) The cases/requests for retention of staff quarters beyond permissible period at stations where sufficient quarters are available will henceforth be considered and decided by the Circle head, who may be assisted by a High Power Committee to be constituted at Circle HQrs. and may consist of the following –

PGM/Sr.GM	-	Chairman
GM (concerned with quarter allotment)	-	Member
Circle IFA	-	Member
[or any other DGM level officer from Finance side to be nominated by the Circle IFA in his place.]		

The concerned cell in the circle handling cases of quarters will coordinate/provide necessary support to the committee.

- ii.) Retention of quarter beyond permissible limit shall be permitted for a maximum period of 6 months at a stretch subject to the conditions laid down in Annexure-A for different situations, viz. Transfer / retirement / death etc. Similarly, the rent to be charged is also specified in Annexure-A.
- iii.) For retention of quarter beyond permissible limit, Monthly rent is payable in advance. In case the allottee fails to deposit advance rent, the permission for retention of quarter is liable to be cancelled immediately and eviction proceedings initiated as per the extant rules/guidelines.



- iv.) Status of availability of staff quarters will be reviewed every month. In case, the situation/status of vacant quarters changes and quarters are required by the eligible employees, then the quarter may be got vacated after giving due notice to the allottee. The notice period for vacation of staff quarter is one month by either side. This condition needs to be mentioned in the order allowing retention of the quarter.
- v.) On transfer HRA admissible for 8 months only at new station if accommodation at old station is retained. Thereafter, he is not eligible for grant of HRA at new station. In case the employee is allotted quarter at the new station in addition to retention of quarter at the old station then the employee shall pay HRA + licence fee + departmental charges for the accommodation allotted at the new place of posting. In addition, the employee will pay rent equivalent to HRA being drawn at the time of transfer + licence fee + departmental charges for the accommodation retained at the old place of posting
- vi.) In cases where permission for retention of staff quarter is not granted and the occupant of the quarter continues beyond permissible period, the entire period after permissible period shall be treated as unauthorized and penal rent charged for the period of over-stay, i.e. till quarter is physically vacated by the allottee and possession of vacant quarter handed over to the administration.
- vii.) Whenever Licence Fee is revised by the Government, it will be applicable in these cases also.

3. The above guidelines are to be followed where vacant quarters are available and waiting list is not there. However, in cases of waitlist, if the Circle head is personally convinced with the grounds for retention of quarter beyond permissible period, he may forward the request with his recommendations/comments to the BSNL Corporate Office in prescribed pro-forma observing/complying the guidelines circulated vide this office letters No. (i) BSNL/6-1/SR/2006 dated 22<sup>nd</sup> July, 2008 & (ii) BSNL/6-1/SR/2011 dated 24<sup>th</sup> March, 2011.

  
(L.M.Kandpal) 31/10  
AGM (SR-III), BSNL CO

Encl.: As above.

Copy for information to:

1. ES to CMD, BSNL
2. All Board Directors. BSNL
3. All PGMs / Sr.GMs / GMs, BSNLCO.
4. AO (Pay Bill), BSNLCO

**Annexure-A**

**Rent & Maximum periods for retention of staff quarter for different situations, viz. Transfer / retirement / death etc.**

SI No	Event	Period of retention of Staff quarter	Charges during the period of retention of staff quarter
1	Transfer to other station/unit of BSNL		
	Normal permissible period	• 2-months+6- months* <b>*On educational/medical ground</b>	<b>First 2-months</b> - Normal Licence fee + Deptt. charges <b>Next 6-months</b> – Double licence fee + Deptt. charges
	Extended period	Further for maximum period of 2 years on educational/medical ground	Rent equivalent to HRA admissible to the employee, where quarter is retained + Licence fee + Deptt. Charges
2.	Transfer to Foreign Service in India/ In-eligible office Out-side BSNL at same station /After transfer from Tenure station retention of quarter at old station		
	Normal permissible period	2-months	2-months - Normal licence fee + Deptt. Charges
	Extended period	Further for maximum period of 2 years on educational/medical ground	Rent equivalent to HRA admissible + Licence fee + Deptt. charges
3.	Transfer to ineligible office within BSNL at same station		
	Normal permissible period	2-months + 6- months* <b>*On educational/medical ground</b>	<b>First 2-months</b> - Normal Licence fee + Deptt. charges <b>Next 6-months</b> – Double licence fee + Deptt. charges
	Extended period	Further for maximum period of 2 years on educational/medical ground	Rent equivalent to HRA admissible + Licence fee + Deptt. Charge
4.	Retirement		
	Normal permissible period	4-months + 4- months* <b>*On educational/medical ground</b>	<b>First 2-months</b> - Normal Licence fee + Deptt. charges <b>Next 2-months</b> – Double licence fee + Deptt. charges <b>Next 2-months</b> – 4 times licence fee + Deptt. charges <b>Next 2-months</b> – 6 times licence fee + Deptt. charges
	Extended period	Further for maximum period of 2 years on educational/medical ground	Rent equivalent to HRA admissible at the time of retirement + Licence fee + Deptt. Charges
5.	Death		
	Normal permissible period	One year + One year* *(not admissible to a house owner)	2 years- Normal licence fee + Deptt. charges
	Extended period	Further for maximum period of 3 years on educational/medical ground	Rent equivalent to HRA otherwise admissible to the deceased employee at the time of Death + Licence fee + Deptt. Charges

*Handwritten signature*