

# FREQUENTLY ASKED QUESTIONS

## I. **ELIGIBILITY AND ENTITLEMENTS**

### 1. **What is General Pool Residential Accommodation or Government residential accommodation [GRA].**

General Pool Residential Accommodation [GPRA] means Central Government residential accommodations under the administrative control of the Directorate of Estates in Delhi and at 39 stations outside Delhi like Kolkata, Mumbai, Chennai, Chandigarh etc. Allotment of GPRA is governed as per provisions of the Central Government General Pool Residential Accommodation Rules, 2017 and executive instructions issued there under from time to time.

### 2. **Who is eligible to apply?**

All Central Government employees who are working in the offices, which have been specifically declared eligible for General Pool, are entitled for allotment of accommodation from General Pool.

### 3. **What is eligible zone for applying GPRA?**

The entire area of NCT of Delhi is eligible zone for allotment of GPRA in Delhi. For other cities, the city limits of a particular city or area declared by the regional offices of the Directorate of Estates or CPWD is considered for allotment.

### 4. **How is the eligibility decided for GPRA in case of different Central Government offices within Delhi?**

A Central Government office which fulfils the following requirements may make an online application in duplicate to the Directorate of Estates for allotment of accommodation in Delhi after obtaining approval of the Joint Secretary of the Ministry concerned:

- (a) the location of the office in Delhi has been approved by the Cabinet or Cabinet Committee on Accommodation;
- (b) the office is a part and parcel of the Secretariat of a Ministry or an attached or subordinate office of a Ministry or a Department of the Government of India;
- (c) the staff is paid from the Consolidated Fund of India; and
- (d) the office is situated within the limits of the National Capital Territory of Delhi.

### 5. **How is the eligibility decided for GPRA in case of different Central Government offices located in places other than Delhi?**

A Central Government office in places other than Delhi which fulfill the following requirements may make an online application in duplicate to the Directorate of Estates for grant of eligibility for accommodation after obtaining the approval of the Joint Secretary of the Ministry concerned:

- a. the office is a part and parcel of the Secretariat of a Ministry or an attached or subordinate
- b. the staff is paid from the Consolidated Fund of India;
- c. the office is within the municipal limits of the city or town;

### 6. **Whether the employees and officers of offices having Departmental residential accommodation constructed by the Departments on their own, are also eligible for general pool residential accommodation or not?**

The employees and officers of offices having their own Departmental pool residential accommodation are also eligible for general pool residential accommodation.

## 7. What are the entitlements for various types of residential accommodation?

The General Pool Residential Accommodation has been classified in 11 categories (excluding Hostel accommodation) as per Rule 8 of the Central Government General Pool Residential Accommodation Rules, 2017. The entitlement of an applicant for a particular type is determined with reference to the level in the pay matrix drawn by the applicant in his/her present post held in the Government of India at the time of application.

The eligibility for entitlement as per the level in the pay matrix of various types of accommodation is as under:

TABLE I

Type of Residences (1)	Existing Grade Pay/Basic Pay (2)	Level in the pay matrix (3)
I	Rs.1300, Rs.1400, Rs.1600, Rs.1650 and Rs.1800	1
II	Rs.1900, Rs.2000, Rs.2400 and Rs.2800	2, 3, 4, 5
III	Rs.4200, Rs.4600 and Rs.4800	6, 7, 8
IV	Rs.5400 to Rs.6600	9, 10, 11
IV(S)	Rs.6600	11
VA [D II]	Rs.7600 and Rs.8000	12
V-B [D I]	Rs.8700 and Rs.8900	13, 13A
VI A[C II]	Rs.10,000	14
VI B [C I]	Rs.67000 to Rs.74999	15(Index numbers 1 to 4 in the level)
VII	Rs.75000 to 79999	15(Index numbers 5 to 8 in the level), 16
VIII	Rs.80000 and above	17, 18

### **HOSTEL ACCOMMODATION**

Type of hostels (1)	Existing Grade pay/pay scale (2)	Level in the pay matrix (3)
Single suite (without kitchen)	Rs. 4200 and above	Level 6 and above
Single suite (with kitchen)	Rs. 4200 and above	Level 6 and above
Double suite	Rs. 5400 and above	Level 9 and above
Working Girls Hostel	All lady employees without limit of emoluments shall be eligible	All lady employees without limit of emoluments shall be eligible.

**8. What is the date of priority or inter-se seniority for lower types of accommodation (Type I to IV)?**

The date of priority in respect of type I to type IV accommodation shall be determined on the basis of the date of joining of the employee in the Central Government service and the eligibility for the type of accommodation shall be decided as per their level of the applicant in the pay matrix:

Provided that an applicant under this category shall be allowed to bid for one type lower accommodation than the type eligible for such.

**9. Does any benefit is given to applicant for serving at the same station for a long period?**

In respect of type I to type IV, an applicant who has served continuously at a particular station for a period of five years shall, on each such completion of five years as on 1st January of the year, be given one-year edge over and above his date of joining in the Central government service, for the purpose of calculation of his date of priority in the waiting list.

**10. What is the date of priority for higher types (Type IV (Special) and above) of accommodation and how the inter-se seniority of these types will be determined?**

- (a) The date of priority in respect of type IV(S) and above accommodation shall be determined on the basis of the date from which the applicant has been continuously eligible for the type of accommodation as per the level of the applicant in the pay matrix.
- (b) The inter-se seniority for the type IV(S) and above accommodation shall be considered on the basis of the following factors, namely: -
- (i) where the priority date of two or more applicants is the same, the applicant having a higher level pay in the level shall be senior in the waiting list;
  - (ii) where the date of priority and the pay in the level of two or more applicants are the same, the applicant who has joined the Central Government service earlier shall be senior in the waiting list; and
  - (iii) where the date of priority, pay in the level and the date of joining the Central Government service of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.

- (c) The inter se seniority of applicants in the rank of Secretary and Additional Secretary to the Government of India shall be determined as per the civil list published for each service on the basis of their date of joining the Government of India at Delhi subject to the condition that no junior batch applicant of the same service or no junior applicant of the same batch and of same service shall get priority over his senior batch applicant or senior applicant in the same batch:
- (d) Where the date of joining is the same, the applicant retiring earlier may be accorded priority over the officer retiring later:
- (e) In respect of all other services other than the All India Services (AIS), the inter se seniority of applicants shall be determined on the basis of their date of joining the Government of India, irrespective of their place of posting and service or batch.
- (f) The applicants entitled for type V and above accommodation shall also be eligible to apply for accommodation below their entitlement subject to the condition that such accommodation shall not be below type IV Special accommodation.
- (g) The applicants eligible for type VA(D II) and Type IV (S) shall also be eligible to apply for type IV accommodation:
- (h) Where type V and type VI accommodation has not been classified as type VA and type VB or type VIA and type VIB, as the case may be, all eligible applicants for type V and type VI shall be grouped together in their respective types.

## II. **ALLOTMENTS**

### 11. **What is the general procedure for allotment of General Pool Residential Accommodation (GPRA)?**

Allotments are made to allottees based on a 'UNIFIED WAITING LIST' for particular type of accommodation. In this 'Unified Waiting List', the applicants applied for initial as well as change of accommodation are clubbed together and allotments are made based on their date of priority or inter-se seniority as applicable. Two type of allotments can be made to an applicant in each type of accommodation, i.e., initial and one change (if applied) in same type. This is done by Automated System of Allotment.

### 12. **How to apply for GPRA in Delhi?**

Applications for allotment of houses are accepted 'Online' only.

- The applicants should apply 'ONLINE' through 'AUTOMATED SYSTEM OF ALLOTMENT' [ASA] for entitled type of accommodation as per Rule 8 of the CGGPRA Rules, 2017 [see ENTITLEMENTS AND ELIGIBILITIES – Q. NO.7] in Applicant Profile on the website of the Directorate of Estates after regular appointment/joining on transfer at the place of posting in the Ministries/Departments/offices of the Government of India and other organisations, declared eligible for GPRA.
- Applicants are required to fill up login ID request form in the Automated System of Allotment in eSampada of website of the Directorate of Estates ([www.eSampada.mohua.gov.in](http://www.eSampada.mohua.gov.in)) and mobile app "eSampada".
- On filling up of Applicant Profile an ID and a password is generated and displayed on screen and subsequently is sent to the applicant through email or SMS.
- Using this login ID and Password, an applicant shall log into his account and update the Applicant Profile.

- Administrative Division of all eligible offices for general pool residential accommodation (gpra) **in Delhi/ other places** shall verify online DE-II Form of the applicant of their office online in eSampada.
- On acceptance of **DE-II/ Applicant Profile** by Directorate of Estates online during a month, the applicant will be included in the waiting list of next month for all eligible types of accommodation.
- The applications received up to the last day of the month are included in the Waiting List of the subsequent month.
- The applicant may submit online his/her preferences of houses in eSampada and make required changes in his/her preferences/choices etc., as and when required, online.
- After allotment of accommodation is made to an individual during a month, the allotment letters will be received by the allottees online and individual allottee shall submit his acceptance online within a period of 8 days by filling up of the Acceptance Form available in eSampada.
- On verification and acceptance of the Acceptance Form of the allottee by the eligible office, an authority slip and a licence fee bill will be generated automatically, which will go online to the allottee, concerned Service Centre of CPWD, DDO etc.
- On physical occupation of the allotted accommodation by the allottee, a revised licence fee bill will be automatically generated and send online to the account of the allottee, DDO of the concerned office etc.

**[A flow-chart of the procedure may kindly be seen at Annexure-I].**

**13. How allotment letter and authority slip to get an accommodation are issued and where to get it?**

After allotment of accommodation is made to an individual during a month, the allotment letters will be received by the allottees online and individual allottee shall submit his acceptance online in his/her profile by filling up of the Acceptance Form available in eSampada. On verification and acceptance of the Acceptance Form of the allottee by the eligible office, an authority slip and a licence fee bill will be generated automatically, which will go online to the allottee, concerned Service Centre of CPWD, DDO etc. On receipt of Physical Occupation Report of the allotted accommodation by the allottee, a revised licence fee bill will be automatically generated and send online to the account of the allottee, DDO of the concerned office etc.

**14. While taking possession of the quarter from the CPWD Service Centre, what precautions should be taken?**

- (a) The allottee should count each and every item of fitting/furnishing provided in the flat to avoid inconvenience at later stage.
- (b) Each deficiency should be brought out to the notice of the CPWD/other maintenance agency staff under acknowledgement.
- (c) She/he should put his own lock in the house.
- (d) She/he should obtain Physical Occupation Report, duly signed by him and the Junior Engineer, CPWD.
- (e) She/he should approach MCD/NDMC/Electricity/PNG authority concerned to secure water, electricity and gas connections for the allotted house.
- (f) Rent shall be charged from the date of occupation of the accommodation or the 8th day from the date of the allotment letter, whichever is earlier. However, licence fee shall be charged from the date of handing of the accommodation to the allottee/physical occupation in cases where the CPWD certifies that accommodation was not fit for occupation and as a result thereof the officer could not occupy the accommodation within the prescribed period.

**15. What is the procedure for change of accommodation?**

The application for change of accommodation is entertained in the same type only. Only one change is permissible in a particular type of accommodation. The allottee desirous of change is required to submit an application 'Online' in the prescribed form and get the online change form verified from his/her office online in eSampada. The ASA will be updated every month and the applicant may be able to give preferences for areas 'Online' during the bidding period for particular type of accommodation.

**16. In how many days a allottee has to vacate the previous accommodation on acceptance of change allotment?**

On receipt of allotment letter for change of accommodation, the allottee is required to convey his acceptance within a period of 8 days from the date of issue of the allotment letter and to vacate the previous accommodation in his possession within a period of 30 days from the date of occupation of the new accommodation.

Failure to vacate the previous accommodation within the prescribed period results in cancellation of allotment with penal consequences such as charging of damages, eviction proceedings under the Public Premises Act.

In certain cases of double occupation, allotment of both the houses is liable to be cancelled.

**17. Can an applicant seek reconsideration of allotment offered?**

Request for reconsideration in cases of non-acceptance of allotment within the specified time is considered by the Directorate of Estates if an application for reconsideration is made before the next bidding cycle, in the following cases:

- (a) intervening Gazetted holidays during the eight days' period;
- (b) delay in forwarding of prescribed acceptance form from the office concerned;
- (c) the allottee on official tour during the acceptance period;
- (d) other valid reasons provided by the allottee;
- (e) the allotted accommodation is occupied by another allottee;
- (f) the allottee is unwilling to pay the pending dues of the previous occupants relating to electricity or water, etc.

**18. How allotments of Type VII and VIII General Pool accommodation are made?**

The general pool of Type VII and VIII accommodation are allotted by Hon'ble Minister of Housing and Urban Affairs keeping in view the functional necessity, criticality/sensitivity of the post held.

Applicant has to login through OTP sent on his/her registered email ID/mobile no. and complete their profile page in the Automated System of Allotment in eSampada ([www.eSampada.mohua.gov.in](http://www.eSampada.mohua.gov.in)) (mobile app "eSampada"). After verification from Administrative authority of applicant the applicant profile, the applicant's account is activated and he/she is included in the List for allotment.

The applications received up to the last day of the month are included in the List of the subsequent month.

**19. How the position of an officer for an accommodation changes during the bidding process?**

The NIC Centre of the Directorate of Estates updates the bidding position thrice a day between 8.00 a.m. to 8.30. a.m, 2.00 p.m. to 2.30 p.m, and 6.00 p.m. to 6.30 p.m. This means all applicants filling options between 2.00 p.m. to 6.00 p.m. will get tentative position vis-à-vis options filled till 2.00 p.m. and similarly for other time slots. The options filled between 2.00 p.m. to 6.00 p.m. will be updated only by 6.30 p.m. The whole Allotment process is automated system generated and there is no scope of any human addition or alterations after the close of the bid time.

**20. Can the house be accepted technically and then application for change of quarter can be made?**

No. The applicants will have to necessarily accept the house allotted to them. In the event of non-acceptance, the applicant will be debarred for further allotment for a period of three months. In case of non-acceptance of change allotment, the allottee will not be eligible for another change.

**21. How are Waiting Lists prepared?**

**Waiting List for Type I to IV accommodation**

A Unified waiting list for change as well as for initial allotment of same type accommodation is prepared based on the date of priority i.e. date of joining the service in the Government of India.

**Waiting List for Type IV(Special) and above types of accommodation**

The Waiting List for Type-IV(Spl) and above types of accommodation is prepared based on the factors mentioned in answer to question No.10.

**Preparation of Waiting List for Type VI B [C-I]**

Waiting list for Type VI B [C-I] houses are prepared in the ratio of 1:1:1 among Secretary/ Secretary equivalent officers and Chairman/Members of eligible Commissions etc. Three waiting lists i.e. List-A, List-B and List-C are prepared on the basis of this ratio. No HAG officer waiting in List A or List B will be allotted C-I house if an Apex Grade officer is waiting in the other list. Thus, HAG officers will be allotted C-I houses only after meeting the claim of the Secretary/ Secretary equivalent officers irrespective of availability of units as per the above ratio.

**Waiting list for Hostel Accommodation**

Waiting list for Hostel Accommodation based on date of priority as applicable for Type I to IV and Type IV(Special) and above accommodation.

**Change waiting list**

No separate change waiting lists are prepared after implementation of ASA. Under ASA, change as well as initial allotments of GPRA has the same date of priority. However, separate application has to be submitted for change of same type of accommodation.

**22. Whether a house owning officer at the place of posting is eligible for general pool residential accommodation?**

Yes.

**23. Whether allotment shall be made to both wife and husband if they are Central Government servants?**

No. Allotment shall be made to either wife or husband. In case both have General Pool Residential Accommodation or Departmental Pool Residential Accommodation before their marriage, one of them has to surrender the General Pool Residential Accommodation or Departmental Pool Residential Accommodation, as the case may be, within one month after their marriage. If one of the accommodations is not surrendered within one month, the lower type of accommodation held by one of the spouse shall be deemed to have been cancelled.

However, judicially separated spouse is entitled for a separate accommodation.

### **III. POOLS AND QUOTAS**

**24. What are the separate Pools/Quotas within the General Pool?**

General Pool is the mother pool and within the General Pool, separate pools/quotas are maintained for specified categories of Central Government employees and others.

Pools within the General Pool are of two types:

**[i] A certain number of houses are maintained under these pools as under: -**

[i] HOUSE POOLS: A certain number of houses are maintained under these pools, which are as under :

**‘SECRETARIES POOL’ [SG]**

A ‘Secretaries Pool’ of 70 Type VII houses in different areas of New Delhi including 60 houses in the New Moti Bagh are available for online allotment to the Secretaries to the Government of India through Automated System of Allotment. The number and type of Accommodation shall be determined by Government from time to time.

**‘TENURE OFFICERS POOL’ [TP]**

A ‘Tenure Officers Pool’ of accommodation is maintained for Officers of All India Services (IAS, IPS and Indian Forest Service) who are on duty with the Government of India or with the Government of NCT of Delhi on tenure basis or in the office of the Resident Commissioners of various State/UT Governments at Delhi. All India Service Officers are allotted accommodation only against the ‘Tenure Officers Pool’ accommodation. The number and type of Accommodation shall be determined by Government from time to time.

**‘TENURE POOL’ [TN]**

A ‘Tenure Pool’ of accommodation is maintained for Non-All India Services Officers on central deputation under Central Staffing Scheme. The number and type of Accommodation shall be determined by Government from time to time.

**‘LADY OFFICERS POOLS’ [LS & LM]**



'Lady Officers Pools' is maintained separately for married lady officers and for single lady officers. Specified numbers of residential units have been placed in the 'Lady officers Pools'. The Lady Officers are also eligible for allotment of accommodation from General Pool on maturity of their turn. Allotment in Lady Officers Pool is made in the ratio of 2:1 to the married and single lady officers respectively. 'Single lady' category includes unmarried, divorcee and widow lady officers.

#### **CHAIRMEN/MEMBERS POOL [CM]**

A separate Chairmen/Members Pool [CM] has been maintained for exclusive allotment of GPRA to Chairmen and Members of various eligible quasi-judicial bodies such as Commissions, Tribunals etc. and the Automated System of Allotment [ASA] has been introduced allotment of Type VIII and Type VI B [C-I] houses in Chairmen/Members Pool in Commonwealth Games Village Complex, New Delhi.

#### **TRANSIT HOSTEL POOL [TH]**

A separate pool of certain number of Double Suite Hostel accommodation in Pragati Vihar Hostel, New Delhi has been created for allotment to officers, who join in the post of Deputy Secretary / Director under Central Staffing Scheme. The allotment of transit hostel accommodation shall be made by Hostel Section through Automated System of Allotment manually.

[ii] **ALLOCATION POOLS:** They are used for allocation to specific categories as under:

#### **LAW OFFICERS POOL**

A 'Law Officers Pool' of certain number of houses is maintained for Law Officers of the Government of India such as Attorney General, Solicitor General and Additional Solicitor General.

#### **EMERGENCY MEDICAL RELIEF UNIT QUOTA [EMRU]**

A total of 36 units of GPRA has been fixed for allotment of accommodation to medical personnel posted in Emergency Medical Relief Units [EMRU] of PM/VVIPs. Out of which 22 units of Hostel accommodation shall be allotted to Doctors and 14 units of various types of accommodation to paramedical staff on the recommendation of Ministry of Health and Family Welfare.

#### **SC/ST Reservation**

10% of vacancies in Type I and II and 5% of vacancies in Type III and IV accommodation have been reserved for SC and ST employees respectively.

The allotment is made to the SC and ST employees in the ratio of 2:1. These employees are also eligible for allotment of accommodation from General Pool on maturity of their turn.

#### **25. What is OUT-OF-TURN ALLOTMENTS under 5% discretionary quota?**

Discretionary out of turn allotments are made on medical, security and functional grounds. These allotments are made one type below the entitlement of the applicants. Requests of Government servants on extreme compassionate grounds may also be considered by concerned Committees. The overall ceiling of discretionary out-of-turn allotments has been fixed at 5% of vacancies occurring in each type of houses in a calendar year.

#### **26. What is meant by priority allotments and who get the same?**

The priority/out-of-turn allotments to the personal staff attached to the Union Ministers, various dignitaries and key officials working in the Vice-President's Secretariat, Prime Minister's Office and Cabinet Secretariat are made in the first floor in central areas or any floor in non-central areas.

A Committee has been constituted to consider the requests of Private Secretaries to the Union Ministers for Type V A [D-II] ground floor accommodation in central areas which would recommend allotments of certain number of vacancies of ground floor accommodation occurring in a year in Type V A [D-II] in central areas for out of turn allotments. The recommendation of the Committee would be approved by Minister of Housing and Urban Affairs.

The following localities for the types of accommodation specified below shall constitute central areas: -

Sl. No.	Type of Accommodation	Locality (Central Area)
1.	V B [D I]	Chanakyapuri, Bharti Nagar & Rabindra Nagar
2.	V A [D II]	Kaka Nagar, Pandara Road, Pandara Park, Shahjahan Road, Tilak Lane, Vinay Marg, Lodhi Road Complex, Subramanya Bharti Marg
3.	IV	Laxmibai Nagar, Sarojini Nagar, Netaji Nagar, Peshwa Road, Kalibari Marg, Pandara Road, Lodhi Colony
4.	III	DIZ Area, Sarojini Nagar, BKS Marg, Mandir Marg, Lodhi Road Complex, North West Moti Bagh, Laxmibai Nagar, Lodhi Colony
5.	II	DIZ Area, BKS Marg, Mandir Marg, Lodhi Road Complex, North West Moti Bagh, Laxmibai Nagar, Netaji Nagar, Kidwai Nagar (East), Aram Bagh, Kalibari Marg, Albert Square, Hanuman Road, Lodhi Colony
6.	I	BKS Marg, Kalibari Marg, Panchkuian Road, Minto Road, Prem Nagar (New), DIZ Area

Accommodation located in areas other than those mentioned above are treated as non-central area.

**27. Are houses from the general pool residential accommodation allotted to private individuals / non-government persons like freedom fighters?**

No. However, allotment of general pool residential accommodation to private individual's / non-government persons including freedom fighters shall be allowed only with the approval of the CCA, if it is considered necessary in national interest or for meeting international obligations. The widows of freedom fighters will be allowed to retain accommodation only for a period of 6 months after the death of the allottees. However, all these types of allotments will be done from the discretionary quota i.e. within the overall ceiling of 5% of vacancies occurring in each type of houses in a calendar year.

#### **IV. GARAGES**

**28. How to apply for the allotment of garage?**

The allotment of garage is available 'Online' through ASA only for Types V(A) and V(B) and Curzon Road Hostel accommodation in Delhi. An allottee seeking initial or change allotment of garage may apply 'Online' in Automated System of Allotment [ASA]. Before applying for garage, the applicant should ensure that he/she has a vehicle in his/her name or one of the members of his/her family.

**29. How are Waiting Lists prepared for allotment of garages?**

Waiting lists are maintained separately for each locality showing the names of applicants for allotment of garages in that locality in the order of their priority counted from the date of receipt of each application. The allotment of garages to the allottees of first floor accommodation and above and the allottees of ground floor accommodation shall be in the ratio of 3:1 in the waiting list.

Where applications from two or more officers are received on the same date in the Directorate of Estates, priority shall be determined on the basis of the length of stay of the applicants in the locality in which allotment of garage is sought.

**30. What is the procedure for acceptance of allotment of Garage?**

If an officer fails to accept the allotment of a garage within 8 days from the date of receipt of the allotment letter, the allotment shall stand cancelled and the officer shall not be considered for another allotment for a period of six months from that date.

**31. Whether change of garage is allowed?**

Yes, only one change of garage is allowed.

**V. LICENCE FEE AND DUES**

**32. What is Licence Fee?**

Licence fee means a fee payable monthly in respect of the accommodation allotted under CGGPRA rules, 2017.

**33. How recovery of licence fee is made?**

The recovery of monthly licence for the accommodation is made by the DDO from monthly salary of the allottee and the monthly recovery is posted through to individual licence fee account in ASA of the Directorate of Estates 'Online'. DDO who prepare salary of employees in Public Fund Management System (PFMS), licence fee is automatically posted through integration of PFMS and DDO module of GPRA.

The licence fee for retention period permissible under the rules, in the event of retirement, transfer, death etc. is required to be deposited in advance by the allottee through DDO or through online payment at [www.eSampada.mohua.gov.in](http://www.eSampada.mohua.gov.in).

**34. Whose liability is it to pay licence fee? What action is being taken if the allottee does not pay licence fee?**

The allottee to whom an accommodation has been allotted shall be personally liable for the payment of licence fee and for any damage beyond wear and tear caused thereto or to the furniture, fixture or fittings or services provided therein by the Government during the period for which the accommodation has been and remains allotted to him, or where the allotment has been cancelled under any of the provisions of these rules, until the accommodation along with the out-houses appurtenant thereto have been vacated and full vacant possession thereof has been restored to Government.

In case licence fee has not been received continuously for a period of four months from an allottee or the Drawing and Disbursing Officer of office of the allottee, the allotment of accommodation of the concerned allottee shall be cancelled.

**35. What is the existing rate of licence fee for GPRA?**

The licence fee is charged at flat rate prescribed by Government.  
Revised flat rates of licence fee applicable for General Pool Residential Accommodation (GPRA) throughout the country w.e.f.01-07-2020

Sl. No.	Type of Accommodation	Range of living Area in sq. mtr.	Licence after merger of various areas in a type of accommodation as per % of accommodation- rounded to Rs.10
1.	I	Upto 30	180
2	II	26.5 to 50	370
3.	III	44 to 65	560
4.	IV	59 to 91.5	750
5.	IV(Special)	59 to 91.5	790
6	VA	upto 106	1400
7.	V B	Beyond 106	1490
8.	VI A	Upto 159.5	1840
9.	VI B	Beyond 159.5	2200
10.	VII	189.5 to 224.5	2580
11.	VIII	243 to 522	4610

**For Servant Quarters & Garages**

Sl. No.	Particulars	Revised Rates (p.m.) rounded to Rs. 10
1	Servant Quarters	80
2	Garages	50

**For categories of Suite, living area and proposed flat rates of licence fee for Hostel Accommodation**

Sl. No.	Category of Suite	Living Area (Sq. mtr.)	Revised Rates rounded to Rs. 10 (p.m.)
1	Single Room (without Kitchen)	21.5 to 30	470
	Single Room (with Kitchen)	30.5 to 39.5	660
2	Double Room	47.5 to 60	910

(OM No. 18011/2/2015-Pol.III dated 07 July, 2020) subject to revision every three year.

**36. After how much time Licence fee is revised?**

The normal licence fee for accommodation shall be revised every three years based on the Average All India Consumer Price Index (CPI) by the Central Government. The revised rate shall take effect from the 1st July of the year next following, or from such other date as the Central Government may direct. The rate of Licence fee was last revised w.e.f. 1-7-2020.

**37. What is Special Licence Fee?**

Special licence fee means a licence fee charged from allottees for short period or temporary allotment of accommodation or charged from other ineligible offices organisation for allotment of accommodation on special purposes. The revised special licence fee is as follows:

	Types of GPRA	Range of Living Area (in sq. m)	Flat Rate of Licence Fee per month w.e.f. 1.7.2020 (in Rs.)	Special Licence Fee (including Garden Charges wherever applicable)	
				In multiples of Flat rate of L. F. (per month)	Total License Fee (in Rupees)
	I	Upto 30	180	9	1620
	II	26.5 to 40	370	9	3330
	II	41 to 50	370	9	3330
	III	44 to 55	560	9	5040
	III	56 to 65	560	9	5040
	IV	59 to 75	750	12	9000
	IV(S)	76 to 91.5	790	12	9480
	VA(D-II)	Up to 106	1400	12	16800
	VB(D-I)	Beyond 106	1490	12	17880
	VIA(C-I)	Up to 159.5	1840	20	36800
	VIB(C-I)	Beyond 159.5	2200	20	44000
	VII(E-II)	189.5 to 224.5	2580	20	51600
	VIII(E-III)	243 to 350	4610	20	92200
	VIII(E-III)	350.5 to 522	4610	20	92200
<b>HOSTEL</b>					
	Single Room (without Kitchen)	21.5 to 30	470	9	4230

	Single Room (with Kitchen)	30.5 to 39.5	660	9	5940
	Double Room	47.5 to 60	910	9	8190
	Servant Qtr	---	80	12	960
	Garages	---	50	12	600

**38. What is damages or market rent? How is it calculated?**

"Damages" means a compensation which is levied in multiples of licence fee in the event of unauthorised occupation or subletting or misuse of whole or any part of accommodation or garages by the occupant of the accommodation or garages. These rates are calculated at present on the basis of multiple of prevailing licence fee.

**39. What are the rates of damages charged for unauthorized occupation and subletting?**

An allottee is charged damages as fixed from time to time for unauthorised period of occupation of GPRA and proved subletting period, if any. Present rate of damages charged for unauthorized occupation and subletting is based on OM No. 18011/1/2015-Pol.III dated 07.09.2016 effective from 01.07.2016.

**40. Whether an allottee is entitled to HRA when the accommodation allotted is declared unauthorized?**

Damages rates and H.R.A are two separate things. Damages rates are recovered for unauthorized occupation beyond permissible period. An allottee is not entitled for H.R.A so far as he is in occupation of Govt accommodation. Paying damage rates for unauthorized occupation does not entitle any Govt. employee to draw H.R.A.

**41. What is Non-Availability Certificate [NAC]?**

Earlier, Govt. employees were required to furnish 'NAC' issued by the jurisdictional Estate Manager to enable them to draw the HRA on the station where Govt. accommodation is more than the requirement, as declared by M/o Housing and Urban Affairs from time to time. However, requirement of Non- Availability Certificate has been dispensed with in respect of General Pool Residential Accommodation under control of Directorate of Estates throughout the country w.e.f. 05.03.2019.

**42. Who administers HRA Rules?**

The Ministry of Finance (Department of Expenditure) is the nodal Ministry that determines the admissibility and quantum of HRA and prescribes the procedure which an employee has to follow to become entitled to claim HRA.

**43. What are charges of water for different types in different localities?**

As per meter reading, where individual meter is installed to be paid to concerned agencies. As regards recovery of water charges from the allottees of GPRA accommodation where water supply is not regulated by meters, the rates at which such recoveries are to be made is decided on the basis of information/data provided by NBCC/CPWD on cost of water supply in different areas.

**44. What is 'NDC? How to obtain it from the Directorate of Estates?**

NDC means No Demand Certificate.

After vacation of the residence, the allottee should apply for the NDC online in ASA. The hard copy downloaded from ASA should be duly forwarded by the Office of the allottee.

Before he/she applies for NDC, one should verify online in eSampada for details of licence fee paid in his/her account and in case of any missing payment of licence fee, he/she should settle it in consultation with DDO of his/her office and concerned Allotment Section of the Directorate of Estates.

In case the recovery has already been made, he should get a certificate duly signed by the concerned DDO. Otherwise, he should deposit the outstanding dues to the Directorate of Estates so that the NDC could be issued.

## V. RETENTION

### 45. What is the period of retention permissible after an allottee ceases to be eligible?

For bonafide use of allottee or family members of allottee is permitted to retain GPRA on happening of certain events. The retention period admissible including the concessional period, and the rates of licence fee prescribed thereof for different situations are indicated below:

Sl.No.	Events	Permissible period for retention of accommodation
(1)	(2)	(3)
(i)	Resignation, dismissal or removal from Service, termination of service or unauthorised absence without permission, compulsory retirement (under CCS (CCA) Rules, 1965) and for non-regular Government servants.	one month on normal licence fee
(ii)	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement (under FR 56(j)), retirement on deputation from ineligible organisations during the initial constitution of such organisation, technical resignation, death of allottee on re-employment (irrespective of retention availed on retirement) and death of an allottee who is not a regular Government servant or deputation outside India.	six months on normal licence fee
(iii)	Transfer to a place outside from the existing place, transfer to an ineligible office in the same station, on proceeding on foreign service in India, temporary transfer in India or transfer to a place outside India or deputation within India.	Two months on normal licence fee plus six months on double licence fee.
(iv)	To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing)	Twelve months on normal licence fee and for a further period of twelve months on normal licence fee provided the deceased or missing

		allottee or any member of the family does not own a house at the place of occupation of accommodation.
(v)	Study Leave	Actual period of leave or two years, whichever is earlier
(vi)	All authorised and sanctioned leave except extra-ordinary leave without medical grounds, on proceeding on training, on mandatory posting under Central Staffing Scheme to Lok Sabha or Rajya Sabha Secretariat on certificate from Establishment Officer, Department of Personnel and Training, and on transfer to a non-family station abroad declared by Ministry of External Affairs (provided the allottee or members of family does not own a house at the last place of posting)	For the full period of leave/posting on normal licence fee
(vii)	On transfer or deputation to Public Sector Undertakings, Statutory and Autonomous bodies on their initial constitution	Sixty months on normal licence fee plus House Rent Allowance drawn by the allottee from the organisation
(viii)	Leave preparatory to retirement or refused leave granted under FR 86 or Earned leave granted to Government servant who retired under FR 56(j)	For the full period of leave on full average pay subject to a maximum period of one hundred and eighty 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 on normal licence fee.
(ix)	<p>(i) On mandatory posting to Public Sector Undertakings, Statutory and Autonomous Bodies under Central Staffing Scheme on certificate from Establishment Officer, Department of Personnel and Training or from Other Ministries or Departments of the Government of India; and</p> <p>(ii) On mandatory posting at the same station to Public Sector Undertakings, Statutory and Autonomous Bodies under Non-Central Staffing Scheme on certificate from Establishment Officer, Department of Personnel and Training for balance period of central deputation after serving four years under Central Staffing Scheme</p>	Full period of posting on normal licence fee plus House Rent Allowance drawn by the allottee from the organisation

#### 46. How to apply for retention?

An allottee seeking retention of accommodation may apply online [eSampada.mohua.gov.in](http://eSampada.mohua.gov.in) in the prescribed application form and a hard copy of the application should be forwarded by his/her office and submitted to the Directorate of Estates within one month from the date of occurrence of the event necessitating such permission. The request for retention should be accompanied by the following documents:



1. A copy of the related Government order i.e. Transfer order / Relieving Order / Joining Order.
2. Supporting documents in case the retention is sought on medical/ educational grounds.
3. Advance payment of applicable licence fee at normal/enhanced rate for the period of retention sought, may be deposited on line.

**47. Whether retention of GPRA is allowed after re-employment of a Central Government employee?**

In cases the officers re-employed / allowed by the Government of India to continue in the same post, after superannuation, for an extended period or for a fixed tenure (on contract or on other terms and conditions), are permitted to continue in the residential accommodation occupied by them till the end of tenure and would further be eligible for retention as per provisions of CGGPRA, 2017 on completion of tenure. No retention would be allowed in such cases in case retention was availed by the retired officer even for period less than the permissible period after retirement prior to re-employment.

Moreover, the allottees re-employed/appointed in an office eligible for General Pool Residential Accommodation and provided with rent free accommodation, will be allowed only one month of retention of general pool residential accommodation on demitting their office from such bodies.

**48. How much period of retention of GPRA is permissible for a Co-terminus employee on termination of appointment?**

Retention of GPRA is permissible for one month. In case such employees avail leave immediately on termination of their appointment, the allotment shall be cancelled after allowing one month or period of their leave not exceeding four months, whichever is more.

**49. Are there any special concessions of retention of GPRA at the last place of posting allowed in case of transfer to non-family areas?**

Retention granted to allottees (including AGMUT cadre officers) of GPRA at their last place of posting in case of their posting to different non-family stations for bonafide use of their family members under different guidelines of Government of India issued from time to time, will be restricted to a maximum of three years.

Presently, the facility of retention of accommodation during posting in the North Eastern Region States, Sikkim, A & N Islands and Lakshadweep and Jammu & Kashmir has been extended up to 30.6.2021.

**For Officers of All India Services**

The Officers of All India Services, belonging to the State cadres of the North-Eastern Region, Sikkim, A & N Islands and Lakshadweep and Jammu & Kashmir are permitted retention of Central Government accommodation at their last place of posting for a period of 3 years from the date of their reversion from central deputation to their parent cadres.

**Special Retention to CPWD Officers**

The CPWD Officers and employees posted in the border fencing projects at Indo-Pakistan, Indo-China, Indo-Bangladesh and Indo-Myanmar borders are permitted retention of accommodation, beyond the concessional period of 2 months on payment of double the normal licence fee in case they are in occupation of entitled type of accommodation. Wherever such employees are in occupation of accommodation below their entitlement, retention is permitted on payment of 1-1/2 times the normal licence fee.

**Special facility of retention of GPRA to personnel of Central Paramilitary Forces**

Personnel of Central Paramilitary Forces have been allowed to retain GPRA at their last place of posting on transfer to Left Wing Extremism (LWE) affected areas/districts in certain States declared by Ministry of Home Affairs.

**50. What is the procedure for application for retention of GPRA in the event of transfer to non-family areas?**

The request for retention of accommodation in these cases are required to be submitted online in ASA and hard copy of the request downloaded from ASA duly forwarded by the offices from where they are presently posted (i.e. from the offices in North East States, A&N Islands, Lakshadweep, J&K and LWE areas) should be submitted to the Directorate of Estates within one month of joining the new posting.

**51. Whether retention of GPRA in the event of retirement/transfer/death of an allottee posted to a non-family station in India is allowed?**

Yes. In the event of retirement/transfer/death of an allottee posted to a non-family station in India, the allottee or his/her family shall be allowed the facility of retention of GPRA at the last place of posting for the period permissible under rule 41 of the CGGPRA Rules, 2017.

**52. How much period of retention of GPRA is allowed to a family of a deceased allottee, who was not a regular Central Government servant?**

Retention of GPRA is allowed for six months to the family of the deceased allottee, in case of death of an allottee who was Consultant/contractual appointee or co-terminus appointee in the personal staff of Ministers/other dignitaries and was not a regular Central Government servant.

**53. How much period of retention of GPRA is allowed in case of an allottee technically resigns from service?**

If an allottee technically resigns from Central Government Service on his appointment to an ineligible office in the same station or outside station, the period of retention will be at par with transfer. If an allottee technically resigns and joins in an eligible office for GPRA in the same station, his/her existing allotment may be regularized, subject to fulfilment of other conditions.

**54. Whether Central Government employees can retain GPRA in the event of deputation to PSUs/Statutory/Autonomous Bodies?**

Yes. Retention of GPRA is allowed to the Central Government Officers on deputation to Public Sector Undertakings/Statutory/Autonomous Bodies for a period of 5 years at the time of initial constitution of PSUs/Statutory/Autonomous bodies.

**55. Whether retention/allotment is admissible in the event of mandatory posting to PSUs/Statutory/Autonomous Bodies?**

Allotment/Retention of GPRA is allowed to the officers posted to PSUs/Statutory/Autonomous Bodies on mandatory basis or under Central Staffing Scheme subject to issue of a certification by the Establishment Officer of DoP&T.

Retention of GPRA is also allowed to the officers of All India Services and Central Group 'A' Civil Services, who joins a non-Central Staffing Scheme post for balance tenure of their central deputation after serving four years on Central Staffing Scheme subject to issue of a certification by the Establishment Officer of DoP&T.

## **VI. REGULARISATION**

56. **Can the existing Government accommodation under occupation of an allottee be regularised to eligible ward/spouse/Daughter-in-law/married Daughter of an allottee in the event of the allottee's retirement/transfer/death in service?**

Yes.

### **Retirement cases**

In the event of retirement of an allottee, the same type accommodation/entitled type accommodation may be regularised in the name of the spouse or ward of the retired allottee, if the spouse or ward is entitled for it, subject to fulfilment of Rule 50 of CGGPRA 2017 and other terms and conditions.

### **Death Cases**

In the event of death of an allottee, the same type accommodation/entitled type accommodation may be regularised in the name of the spouse or ward of the deceased allottee, if the spouse or ward is entitled for it, subject to fulfilment of Rule 49 of CGGPRA 2017 and other terms and conditions.

### **Transfer cases**

In the event of transfer of an allottee to another station, the same accommodation may be regularised in the name of eligible spouse of the transferred allottee, if the spouse is entitled for it, subject to fulfilment of Rule 51 of CGGPRA 2017 and other terms and conditions.

### **General Conditions for regularisation**

- (1) The facility of regularisation or allotment of alternate accommodation shall be admissible under rules 49 and 50 irrespective of the date of priority of the spouse or ward.
- (2) The application for regularisation or allotment shall be submitted before the expiry of the permissible period of retention after the date of death or retirement of the allottee or from the date of appointment of the spouse or ward in Government service, whichever is later.
- (3) All dues outstanding in respect of the accommodation occupied by the deceased or retired allottee shall be cleared before submission of the application for regularisation or alternate allotment.
- (4) The pay of the spouse or ward shall be taken into account for determining the entitled type of accommodation as per these rules on the date of regularisation of the spouse or ward.
- (5) The alternate allotment in the name of the spouse or ward will be made, to the extent possible, in the same area, failing which in a nearby area.
- (6) A No Objection Certificate shall be obtained from the spouse of the deceased allottee in death cases, and from the retired allottee in retirement cases, for regularisation or allotment of alternate accommodation to the ward.
- (7) The ward in whose name regularisation of alternate accommodation is to be made shall give an undertaking to the extent that the spouse of the deceased allottee or the retired allottee, as the case may be, shall reside with such ward in the allotted accommodation after regularisation or after allotment of alternate accommodation.

(8) The facility of regularisation or allotment of alternate accommodation under rules 49, 50 and 51 shall not be admissible in the following cases:-

(a) where the allottee or any member of his family owns a house at the place of posting where regularisation is being sought:

Provided that either one type below accommodation or same accommodation may be regularised in the name of spouse or ward whose date of priority is covered on the date of retirement of the retiring allottee or on the date of death of the deceased allottee, irrespective of being a house-owner at the place of their posting subject to such conditions as applicable to house owning allottees and as per the guidelines issued by the Directorate of Estates from time to time; and

(b) where the allottee has become ineligible for allotment of accommodation, due to any reason, on or before the date of his death or retirement.

(c) in the event of resignation from Government service.

**57. What are the documents need to be submitted along with the application for regularization:**

**Documents need to be submitted along with the application for regularization in Death Case:**

1. Online DE-2 Form/ Applicant profile duly forwarded by the Department/office
2. Online Regularisation Form duly forwarded by the Department/Office
3. House Rent Allowance Non-Drawal Certificate
4. House Building Advance (HBA) certificate from the Office/Department of applicant and allottee, if any
5. Appointment order [Self-Attested]
6. Undertaking regarding non owning house in Delhi and adjoining municipality in their name or in the name of any dependent member of their family from applicant
7. Copy of Death Certificate (Self-Attested)
8. Copies of Ration Card/CGHS Card/Aadhar Card [Self-Attested]
9. No objection Certificate from father/mother/employed brother/employed sister
10. Undertaking from the applicant that he/she will keep the family of the deceased official in the Government accommodation to be regularized in his/her name
11. Clearance Certificate of all pending dues in the name of previous allottee

**Documents need to be submitted along with the application for regularization in Retirement Case:**

1. Online DE-2 Form/ Applicant profile duly forwarded by the Department/office
2. Online Regularisation Form duly forwarded by the Department/Office
3. House Rent Allowance deduction certificate from the office of applicant (along with last month salary slip)
4. House Building Advance (HBA) certificate from the Office/Department of applicant and allottee, if any
5. Appointment order [Self-Attested]
6. Undertaking regarding non owning house in Delhi and adjoining municipality in their name or in the name of any dependent member of their family from applicant
7. Copy of Pension Payment Order (PPO) [Self-Attested]
8. Copies of Ration Card/CGHS Card/Aadhar Card [Self -Attested]
9. No objection Certificate from father/mother/employed brother/employed sister
10. Undertaking from the applicant that he/she will keep the family of the retired official in the Government accommodation to be regularized in his/her name
11. Clearance Certificate of all pending dues in the name of previous allottee

## **Documents need to be submitted along with the application for regularization in Transfer Case:**

1. Online DE-2 Form/ Applicant profile duly forwarded by the Department/office
2. Online Regularisation Form duly forwarded by the Department/Office
3. House Rent Allowance Non-Drawal Certificate
4. Transfer and Joining order in new station [Self-Attested]
5. Clearance Certificate of all pending dues

## **VII. INTER-POOL EXCHANGES OF GPRA**

### **58. Who are eligible to apply for inter-pool exchange of a Departmental Pool residential accommodation with General Pool Residential Accommodation?**

The Officers of All India Services and Central Government officers and employees who are on deputation/mandatory posting/transfer to other Departments of the Government of India, which have Departmental Pools, Lok Sabha and Rajya Sabha Secretariats, Government of NCT of Delhi, DDA, various Municipal Corporations of Delhi and NDMC etc. are eligible to apply for inter-pool exchange of accommodation.

### **59. How the inter-pool exchange of a Departmental Pool accommodation is made with General Pool Residential Accommodation?**

Where an officer in occupation of General Pool residential accommodation has gone to offices mentioned above and in return another officer has come to serve the Government of India from such office along with an accommodation, inter-pool exchange with Departmental Pool may be allowed on one to one basis subject to provision of accommodations are of the same type.

### **60. Who are the competent authorities to permit inter-pool exchange of a Departmental Pool accommodation with General Pool Accommodation?**

All proposals for inter-pool exchanges in respect of Type I to VI general pool residential accommodation shall be approved by Secretary, Ministry of Housing and Urban Affairs.

All Inter-pool transfers between various pools controlled by the Directorate of Estates such as TP, TN, GP, LS, LM etc. on functional, security and medical grounds in respect of Type I to Type VI shall be approved by Director of Estates.

All Inter-pool exchanges between General Pool and other Departmental Pools such as Judges Pool, (JH&JS), Parliament Pool (Lok Sabha Secretariat and Rajya Sabha Secretariat) shall be approved by Hon'ble Minister of Housing and Urban Affairs in respect of Type of VII and VIII accommodation.

## **IX. SHARING AND SUBLETTING**

### **61. Who are the persons who can reside in the accommodation with an allottee?**

- a. The allottee shall reside in the accommodation allotted to him with his **family** and **immediate relations**.

**Family** means the wife or husband of allottee, children, step children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the allottee.

**Immediate relations** mean relationship such as Grandfather, Grandmother, Grandsons, Granddaughters, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law and include relationship established by legal adoption.

b. In case any relationship ceases by any order of court of law, such relation shall not reside with the allottee.

c. The allottee who shares the accommodation with his family or immediate relations shall furnish prior intimation to the Directorate of Estates in a form, specified by the Directorate of Estates, furnishing full particulars of his family members and immediate relations residing in the accommodation allotted to him.

d. Complete details of guests, if such guest is likely to stay for more than fifteen days in the accommodation, shall be intimated to the Directorate of Estates in a form specified by the Directorate of Estates, intimating full particulars of the individual or individuals.

**62. Is sharing of accommodation allowed with any person other than family members and immediate relations?**

Sharing of accommodation is not allowed.

**63. Can an allottee appoint any caretaker for a government accommodation while proceeding on leave?**

An allottee proceeding on leave may accommodate, in the accommodation any member of his family or immediate relations, as a caretaker, by submitting, along with his leave application, the details of such member of his family or immediate relation, to the Directorate of Estates. The maximum period of such accommodation by a caretaker shall be not exceeding six months.

**64. What is Subletting? Is subletting permissible?**

If an allottee shares the accommodation with an ineligible person or he himself does not reside in the premises, but the same is occupied by others, he is held to have sublet the house. Subletting of government residential accommodation in any form is not permissible.

**65. What is the procedure of processing the subletting complaint and time frame fixed for?**

On the receipt of the subletting complaint, the subject quarter is inspected by the Inspection Team. In case subletting is suspected by the Inspection Team, a show cause notice is issued to the allottee for hearing on a fixed date. The case is heard by the Deputy Director of Estates (Enquiry). The allottee is given enough opportunity to plead his case and submit documents in favour of his statements. In case Deciding Authority is not satisfied, he may cancel the allotment. The allottee has right to prefer an appeal against the decision of Deciding authority to the Director of Estates, the Appellate Authority, within a period of 30 days from the date of cancellation order. In case Appellate Authority rejects his appeal, his case is forwarded to Litigation Section for initiating the eviction process. **The subletting case is processed under quasi-judicial process, hence, there is no fixed time limit.**

**66. What types of penalties may be imposed against an allottee found to be guilty of subletting?**

In case of subletting of accommodation, the Directorate of Estates may, after detailed enquiry:

- a) Cancellation of the allotment;
- b) Debar the Government servant for further allotment for the remaining period of service;
- c) Take up the matter with the administrative department for initiating disciplinary proceedings against the delinquent Government servant under Rule 14 of the CCS (CCA) Conduct Rules, 1965.
- d) Damages shall be charged from the date of inspection.

The Subletting of the Departmental Pool quarters are not decided by the Directorate of Estates and Inspection Report is forwarded to the Department concerned for necessary action.

**67. What are the rates of damages charged for unauthorized occupation?**

The allottee is charged damages as fixed from time to time for unauthorized period of occupation of GPRA, if any. For the period of unauthorized occupation of GPRA, the following rates of damages are charged from the unauthorized occupant:

**Rates of Damages for Type-I to Type-VIII of GPRA and Hostel accommodation**

Station	Type of Accommodation and Rates of Damages to be charged for the first month				
	Type I to IV	Type IV (Special) to Type VI and Hostel	Type VII and Type VIII	Servant Quarters	Garages
Delhi	40 times	50 times	55 times	50 times	50 times
Mumbai a) Hyderabad Estate, Belvedere, Pedder Road, BD Road, Malabar Hill, Colaba and Prabhadevi	120 times	120 times	--	50 times	50 times
b) Rest of Mumbai including Hostel at Antop Hill	50 times	50 times	--	50 times	50 times

Station	Type of Accommodation and Rates of Damages to be charged for the first month			
	Type I to IV	Type V and above and Hostel	Servant Quarters	Garages
Stations other than Delhi and Mumbai	40 times	50 times	50 times	50 times

**Damages for unauthorised Occupation:** The damages will be charged from the date of cancellation of allotment to the date the GPRA is vacated by the unauthorised allottee and the rate of damages for unauthorised occupation for each type of general pool residential accommodation shall increase in telescopic method from second month onwards i.e. for second month – damages + 10% of rate of damages; for third month - damages + 20% of rate of damages; for fourth month - damages + 40% of rate of damages; and so on, limiting to the maximum 5 times of rates of damages charged during the first month of unauthorised occupation.

**Damages for subletting:** Telescopic method will be made applicable for unauthorized occupation in proved subletting cases w.e.f 1.7.2016 on all unauthorized occupants as on 1.7.2016 and who will be declared unauthorized henceforth. The rates of damages will be calculated as two times of damages for first month; two times of damages + 10% of two times of damages for second month; two times of

damages+ 20% of two times of damages for third month; two times of damages + 40% of two times of damages for fourth month and so on, limiting to the maximum 5 times of (damages of two times) charged in such proved subletting cases during the first month.

Eviction from the premises is resorted to under provisions of the Public Premises (Eviction of Unauthorised Occupants) Act 1971, if the allottee occupies the GPRA beyond permitted period. For recovery of arrears of licence fee / damages, the Government also initiates recovery proceedings under the PPE Act 1971.

**68. Can a copy of complaint and Inspection Report be provided to the delinquent allottee?**

The copy of complaint cannot be furnished, because, it may lead to the source of information and cause life or physical threat to the complainant, and it is also exempted under section 8 (1) (g) of RTI Act. Copy of Inspection Report is confidential in nature and cannot be furnished during the pendency of the case.

**X. ELIGIBILITY OF STATE / UNION TERRITORY GOVERNMENTS**

**69. Are the employees of State/Union Territory Governments eligible for general pool residential accommodation?**

Yes. The employees of State / Union Territories Government in Delhi will be allotted accommodation only by this Directorate and not by the respective State / Union Territory on their own. Only on recommendation of the officer so identified by the Chief Secretary of the State/UT Govt., a maximum number of **six** general pool residential accommodations shall be allotted to the employees of State Government and a maximum number of **three** general pool residential accommodations shall be allotted to the employees of Union Territory Government.

However, such allotments will be restricted upto Type VIA(C-II) only. The number of units allotted to the quota of a State / UT Government shall be restricted to the above-mentioned ceiling at any given time. New incumbent will be allotted a quarter on the recommendation of the concerned Resident Commissioner only on physical vacation of an accommodation by the outgoing incumbent on slot becoming available.

The Officers of All India Services posted in the office of Resident Commissioner of State/UT Governments are eligible for accommodation under Tenure Officers Pool within the prescribed quota subject to maximum of Type VI A[C-II] in higher type accommodation.

The allotments in this category shall be made in the first floor in central area or on any floor in non-central area.

**70. Are the employees of State/Union Territory Governments eligible for change in respect of an accommodation allotted to them from general pool residential accommodation?**

Yes, the allottees are eligible for one change only.

**71. Are the houses allotted to the employees of State / UT Governments earmarked?**

No. The officials should hand-over the possession of their quarters to the concerned CPWD Enquiry Office after vacating them. The new incumbent will have to seek fresh allotment from this Directorate on the recommendation of the Resident Commissioner concerned.

**72. Can the employees of State/Union Territory Governments retain the accommodation allotted from the GPRA?**



Permission for retention of accommodation is given to employees of State / UT governments only on medical / educational grounds in case of transfer / retirement, upto a maximum period prescribed for Central Government employees, only on the recommendation of the concerned Resident commissioners. However, such retention cases will be counted towards the quota of State / UT till its vacation by the outgoing employee or eviction by this Directorate.

**73. Are officers holding additional / dual charge of a post under the State / UT Governments in Delhi are also eligible for general pool residential accommodation?**

Yes, but subject to the maximum quota of the State / UT Governments as discussed above.

## **XI. ELIGIBILITY OF POLITICAL PARTIES**

**74. Whether National Political Parties are eligible for allotment of GPRA?**

Yes. Allotment of one house in Delhi from General Pool could be considered for office use to the National Political Parties, which have been recognised by the Election Commission of India and One residential accommodation would be allotted/allowed to be retained by the Party President of a recognized National Party provided that no other accommodation has been allotted to him/her in any other capacity.

**75. Whether State Level Political Parties are eligible for allotment of GPRA?**

Yes. Allotment of one house in Vitthalbhai Patel (VP) House could be considered to recognized State Level Political parties which have a minimum strength of four Members in both Houses of the Parliament for office/residence.

**76. What is the procedure for allotment of VP House to Political Parties?**

Allotment of accommodation is done to Political Parties in VP House as per availability. **Only recognized State Level Political Party, which has a minimum strength of four Members in either house of the Parliament, is considered for allotment.**

The following documents need to be enclosed: -

- (a) Name of Political Party.
- (b) Registered address.
- (c) Name of the Party President/General Secretary.
- (d) Whether Registered or not? If yes enclose a copy of Registration Certificate.
- (e) Whether recognized by the Election Commission of India? If yes, whether as a national Party or a state party (enclose certificate of Registration by ECI.
- (f) Total Nos. of MPs in both the Houses of Parliament:  
RAJYA SABHA \_\_\_\_\_ Lok Sabha \_\_\_\_\_
- (g) Whether any Govt. accommodation allotted? If yes, details thereof.
- (h) Whether/applied for any Govt. land in Delhi? If yes, details.
- (i) Signature of Authorized Signatory.

## **XII. ELIGIBILITY OF MINISTERS AND MPs**

**78. Who is the authority to allot Accommodation to MPs of Lok Sabha/Rajya Sabha?**

House Committees of the respective House of the Parliament are the competent authorities to allot accommodation to MPs.

**79. What is the procedure for eviction of Houses from MPs?**

On receiving reference from Lok Sabha/ Rajya Sabha, eviction process is initiated by Directorate of Estates.

**80. Who is eligible to get Guest Accommodation at Western Court Hostels and for how much period?**

Guest of Unions Ministers are eligible to get accommodation at Western Court Hostels. This accommodation will be for one week, extendable by another week.

**81. Who is eligible to get the Additional Accommodation at V.P. House from General Pool?**

Additional Accommodation at V.P. House is provided to Union Ministers whom Directorate of Estates is unable to provide entitled type of Accommodation.

### **XIII. OFFICE**

**82. What are the revised scales of office for officers and staff?**

<b>Sl. No.</b>	<b>Existing Category</b>	<b>Proposed Category</b>	<b>Entitlement of Office space ( sq. ft./ sq. mt)</b>
1	Officers drawing Gr. Pay of Rs.10000/- in PB-4 and above	Officers drawing Pay in the Level 14, 15, 16, 17 and 18	360 sq.ft (33 sq.mtr)
2	Officers drawing Grade Pay of Rs.7600/- in PB-3 and above but less than the Grade Pay of Rs.10000/-	Officers drawing Pay in the Level 12, 13 and 13A	240 sq. ft. (22 sq.mt.)
3	Officers drawing Gr. Pay of Rs.6600/- in PB-3 and above but less than the Gr. Pay of Rs.7600/-	Officers drawing Pay in the Level 11	120 sq. ft. (11 sq. mt.)
4	Officers drawing Gr. Pay of Rs. 4800/- in PB 2 and above Section Officers in the Secretariat/Attached Offices but less than the Grade Pay of Rs.6600/-	Officers drawing Pay in the Level 8,9 and 10/Section Officers in the Secretariat/ Attached Offices drawing Pay in the Level 8, 9 and 10	60 sq. ft. (5.5 sq.mtr)
5	Technical Staff such as Draughtsman, Tracers, Estimators, etc;	Technical Staff such as Draughtsman, Tracers, Estimators, etc;	60 sq.ft (5.5 sq.mtr)
6	Ministerial Staff such as Superintendents, Head Clerks, Assistant, Clerks, Multi Task Staff (MTS)	Ministerial Staff such as Superintendents, Assistant Section Officers(ASO), Senior Secretariat Assistant(SSA), Junior Secretariat Assistant(JSA), Head Clerks,	40 sq. ft (3.5 sq. mt.)

		Assistant, Clerks, Multi Task Staff (MTS)	
7	Ministerial Staff of Audit Offices	Ministerial Staff of Audit Offices	40 sq. ft. (3.5 sq. mt.)

**83. What are the revised scales of Office space for Special Requirements?**

Sl.No.	Particular	Prescribed entitlement of Office space
1	Conference Room	Conference Room should be subject to the requirement of the Ministry/Department concerned with minimum space of <b>237.sq.ft. (22 sq.mt)</b> and maximum <b>474 sq.ft. (44.sq.mt.)</b>
2	Visitors Room	Visitors Room should be according to the requirement of a Ministry/Department but it should not be more than <b>474 sq.ft. (44 sq.mt.)</b> Visitor room of the size of <b>86 sq. ft. (8 sq.mt.)</b> will be provided to the officers of the rank of Joint Secretary & above within the ceiling of <b>474 sq.ft</b>
3	Receptionist	<b>120 sq. ft.</b> (11 sq. meters)
4	Security Room at every entrance	<b>120 sq. ft.</b> (11 sq. meters)
5	Canteen	<b>One sq. ft.</b> (0.09 sq. mt.) per person in an office including the space for dining hall, kitchen, etc.
6	Dining/Tiffin Room ( for Lunch )	<b>400 sq. ft.</b> (36 sq. meters)
7	Ladies Common Room	<b>120 sq. ft.</b> (11.00 sq. meters)
8	Class Room	According to the requirement of Department but should not be more than <b>474 sq. ft.</b> (44 sq. meters)
9	Library	<b>One sq. ft.</b> for 25 books or one sq. meter for 275 books.
10	Old Records	One sq. ft. for 20 recorded files or one sq. meter for 220 recorded files
11	Care taker Room	<b>120 sq. ft.</b> (11 sq. meter )
12	CPWD Maintenance Staff Room	<b>400 sq. ft.</b> (36.00 sq. meter )
13	Stores	As per requirement of each office but should not be more than <b>400 sq. ft.</b> (36.00 sq. meter)
14	Drivers Room	<b>120 sq. ft.</b> (11 sq. meter)

2. The total screened requirement of office accommodation determined on the basis of revised scales will be subject to 20% austerity cut.

## **MARKETS**

**84. How many markets under the control of Directorate of Estates (DOE) at present?**

At present only four markets having under the administrative control of DoE v.i.z. (i) INA Mohan Singh Market, (ii) INA Subzi Market and (iii) New Moti Bagh Market (iv) East Kidwai Nagar.

**85. How many markets were governed earlier by DoE?**

Before March 2006, DoE had administrative control of 47 Markets. As per notification dated 24.03.2006, 45 Markets had been transferred to Local Civic Bodies i.e. MCD/NDMC.

### **LIST OF 47 MARKETS EARLIER CONTROLLED BY DIRECTORATE OF ESTATES**

Sarojini Nagar Market; Pleasure Garden Market; Shankar (New Central) Market; Kamla Market; Babu Market; Mehar Chand Market; Mohan Singh Market (I.N.A); Ali Ganj Market; Sewa Nagar Market; Sector VI Market, R.K. Puram; Sector VIII Market, R.K. Puram; Sector IX Market, R.K. Puram; Sector XII Market, R.K. Puram; I.N.A. Platforms; Srinivaspuri market; Andrews Ganj market; Nanakpura market; Lancer Road; Sector -I Market, R.K.Puram; Sector -II Market, R.K.Puram; Sector -III Market, R.K.Puram; Sector -IV Market, R.K.Puram; Sector -V Market, R.K.Puram; Sector -VII Market, (Centre -I), R.K.Puram; Sector -VII Market, (Centre -II), R.K.Puram; Site-D Market, R.K.Puram; Ring Road Market (Opp) Nauroji Nagar; 'Y' Shape Building (I. P. Bhawan Market); Janpath Market; Asia House; Minto Road; Hanuman Road, Lodhi Road Complex, Centre-I; Lodhi Road Complex, Centre-II; DIZ Area Market, B.K.S. Marg.; Vasant Vihar Shopping complex; Mohammadpur Shopping Complex.; Sadiq Nagar; M.S.D Flats Minto Road; Sector-I Market M.B. Road; Sector-III, Market M.B. Road; Sector-III-A, Market M.B. Road; Sector-III-B, Market M.B. Road; Sector-IV, Market M.B. Road(Local Shopping Centre); Sector-IV Market, M.B. Road(Convenient Shopping Centre); Sector-V, Market M.B. Road; Hudco Place.

**86. How many markets were transferred to MCD?**

There were 36 Markets transferred to MCD, those were:

Pleasure Garden Market ;Kamla Market; Mehar Chand Market; Sewa Nagar Market.(Kasturba Nagar); Srinivaspuri market; Nanakpura market; Lancer Road; Sector -I Market, R.K.Puram; Sector -II Market, R.K.Puram; Sector -III Market, R.K.Puram; Sector -IV Market, R.K.Puram; Sector-V Market, R.K.Puram; Sector VI Market, R.K. Puram; Sector -VII Market, (Centre-I), R.K.Puram; Sector -VII Market, (Centre -II), R.K.Puram; Sector VIII Market, R.K. Puram; Sector IX Market, R.K. Puram; Sector XII Market, R.K. Puram; Site-D ,Mohan Singh Market, R.K.Puram; Lodhi Road Complex, Centre-I; Lodhi Road Complex, Centre-II; Vasant Vihar Shopping complex; Mohammadpur Shopping Complex; Sadiq Nagar; Sector-I Market M.B. Road; Sector-III, Market M.B. Road; Sector-III-A, Market M.B. Road; Sector-III-B, Market M.B. Road; Sector-IV, Market M.B. Road(Local Shopping Centre); Sector-IV Market, M.B. Road( Convenient Shopping Centre); Sector-V, Market M.B. Road; 'Y' Shape Building (I. P. Bhawan Market); Andrews Ganj Market; HUDCO Place; M.S.D Flats Minto Road; Minto Road Hostel.

**87. How many markets were transferred to NDMC?**

There were 9 Markets transferred to NDMC, those were:

Sarojini Nagar Market; Shankar (New Central) Market; Babu Market; Ring Road Market (Opp) Nauroji Nagar; Janpath Market; Asia House; Hanuman Road; DIZ Area Market, B.K.S. Marg; Ali Ganj Market.

#### **XIV. HOLIDAY HOMES AND TOURING OFFICERS HOSTELS**

**88. What are the locations of Holiday Homes and Touring Officers Hostels?**

All information regarding locations of Holiday Homes and Touring Officers Hostels may kindly be seen from the website [eSampada.mohua.gov.in](http://eSampada.mohua.gov.in).

**89. How is booking done for Holiday Homes / Touring Officers Hostels?**

Ordinarily, the booking is released on 'first-come first-serve' basis in terms of booking ID No. generated after submission of online application in the website [eSampada.mohua.gov.in](http://eSampada.mohua.gov.in).

Priority shall be given in the following order:

- a. Sitting Member of Parliament
- b. Serving Central Govt. Employees
- c. Retired Central Govt. Employees
- d. Serving/Retired employees of State Governments/Union Territories/Central PSUs/Autonomous/ Statutory bodies employees
- e. Others

In Touring Officers Hostels priority shall be given to serving Central Government officials who are on official tour. Member of Parliament shall be given priority over others subject to availability of accommodation on the date of receipt of request by the Allotting Authority.

**90. What is the time limit for submission of online application for Holiday Homes / Touring Officers Hostels?**

Serving Central Government employees can apply online within 60 days from the Check-in-date.

Retired Central Govt. Employees can apply online within 30 days from the Check-in-date.

Serving/Retired employees of State Govts. /Union Territories/ PSUs/ Statutory/ Autonomous Bodies under the Central/State/UT can apply within 15 days from the Check-in-date.

**91. What are the charges and terms and conditions for booking the Holiday Homes / Touring Officer's Hostels?**

For all details regarding charges and terms and conditions for booking the Holiday Homes / Touring Officer's Hostels may kindly be seen from [eSampada.mohua.gov.in](http://eSampada.mohua.gov.in).

#### **XV. VIGYAN BHAWAN**

**92. For what purpose and whom can the Vigyan Bhawan be booked?**

**Purpose:**

- Vigyan Bhawan is allotted for holding Departmental, National or International Conferences/Seminars by the Government of India, State Governments, PSUs and Autonomous Bodies in that order of priority.



	in Sq. mtr.	Ministries/ Deptt/ Attached Offices		Govt. Organisations (per day)		(per day)	
1.	2.	3.	4.	5.	6.	7.	8.
Plenary Hall	2607	50,000	61,500	100,000	1,23,000	2,00,000	2,46,000
Hall no. 1	262	7500	9,225	15000	18,450	30000	36,900
Hall no. 2	116	4000	4920	8000	9,840	16000	19,680
Hall no 3	203	6000	7380	12000	14,760	24000	29,520
Hall no. 4	336	10000	12300	20,000	24,600	40000	49,200
Hall no. 5	517	15000	18450	30,000	36,900	60000	73,800
Hall no. 6	486	17500	21525	35,000	43,050	70000	86,100
Room nos. 201, 214, 301, 314, 323	31	1000 per room	1,230 per room	2000 per room	2,460 per room	4000 per room	4,920 per room
(b) Room nos. 202, 205, 206, 209, 215, 217, 302, 305, 308, 311, 315, 319, 322, 324	14	500 per room	615 per room	1000 per room	1,230 per room	2000 per room	2,460 per room
(c) Room nos. 203, 204, 207, 208, 210, 211, 212, 213, 303, 304, 306, 307, 309, 310, 312, 313, 317, 318, 320, 321	15.50	500 per room	615 per room	1000 per room	1,230 per room	2000 per room	2,460 per room
(d) Room nos. 316, 325	47	1500 per room	1845 per room	3000 per room	3,690 per room	6000 per room	7,380 per room
Exhibition Hall	170	7500	9225	15000	18,450	30000	36,900
Studio	29	2000	2460	4000	4,920	8000	9,840
Business Centre	29	2000	2460	4000	4,920	8000	9,840
Atrium	367	10000	12,300	20000	24,600	40000	49,200
VIP lounge	236	5000	6,150	10000	12,300	20000	24,600
Dining Hall	240	8500	10,455	17000	20,910	34000	41,820
Foyer	216	4500	5,535	9000	11,070	18000	22,140

\* To be allotted only on restricted basis for functions in which President, Vice-President and Prime Minister or Heads of States of other countries participate.

#### **VIGYAN BHAWAN ANNEXE**

Details of Accommodat	Plinth Area in	<b>A : Govt. Deptts./Ministries, Attached office including Govt of NCT and State Govt.</b>		<b>B: PSUs, Autonomous Bodies and Semi govt. Organizations</b>		<b>C: Private organizations</b>	
		Existing rates	Revised Rate	Exitsting rates being	Revised Rate	Exitsting rates being	Revised Rate

ions	.Sq .Mtrs	being charged .from Govt Deptts /Ministries Attached offices  (per day)	(per day)	charged from PSUS/Auton omous bodies/semi .Govt Org.  (per day)	(per day))	charged from Private Org.  per day	(per day)
1.	.2	.3	.4	.5	.6	.7	.8
Conference 'Room 'A	364	7,500	9,225	15,000	18,450	30,000	36,900
Conference 'Room 'B	413	9000	11,070	18,000	22,140	36,000	44,280
Conference 'Room 'C	251	6000	7,380	12,000	14,760	24,000	29,520
Conference 'Room 'D	276	6000	7,380	12,000	14,760	24,000	29,520
Exhibition Hall (Media Centre	134	3000	3,690	6000	7,380	12000	14,760
# Cafeteria	367	8000	9,840	16000	19,680	32000	39,360
Conference 'Hall 'E	456	9000	11,070	18000	22,140	36000	44,280
Cafeteria attached to Conference Hall E	215	4500	5,535	9000	11,070	18000	22,140
.Room No A 141,141	25	500	615	1000	1,230	2000	2,460
.Room No ,142,143 145 & 144	12.5	200	246	400	492	800	984

# The license fee shall be charged only when the same is used for Exhibition purpose.

NOTE:-

- (i) 20% of the total amount towards SECURITY DEPOSIT may be added in case of PSUs/Autonomous Bodies and Private/Commercial/NGOs.
- (ii) VIP LOUNGE/DINING HALL is allotted for the day(s) when the President, Vice-President or Prime Minister of India participates in the programme and it is mandatory.
- (iii) Allotment is liable to be cancelled without prior notice if any VVIPs Visit is notified by DCP Security (PM).
- (iv) No objection certificate from DCP security (PM) (to be obtained by the applicant) is mandatory for any allotment.
- (v) NOC from DCP, New Delhi distt. is additional requirement for PSUs/Autonomous bodies and private parties.



- (vi) **APPLICATION FORM ALONGWITH ALL REQUISITE DOCUMENTS MUST REACH THIS DIRECTORATE AT LEAST ONE WEEK BEFORE THE DATE OF FUNCTION.**
- (vii) **FOR MORE DETAILS PLEASE CONSULT [eSampada.mohua.gov.in/VIGYAN](http://eSampada.mohua.gov.in/VIGYAN) BHAWAN:-  
Contact No. 011-2306 2278 (Tele fax), 011-23022199-Extn. 2900**

**Advance Booking:**

- a. For international conferences and functions of international nature: up to 2 years before the date of function.
- b. For interstate conferences: up to 6 months before the date of function.
- c. For other functions: up to 3 months before the date of function

**Postponement and Cancellation**

Notice for postponement/cancellation of a function should reach the Directorate of Estates at least 2 days' prior the date of function (excluding the date of function) failing which refund of licence fee will not be allowed. In the event of cancellation/postponement of a function the following amount will be forfeited:

- a. 20% of licence fee, if the cancellation is made with a notice of one month or more.
- b. 40% of licence fee, if the cancellation is made with a notice of less than a month, but more than 2 days before date of function.

**Refunds**

- a. Refund of licence fee is allowed on the basis of cancellation of allotment letter issued by the Director of Estates or on the expiry of allotment period, on receipt of occupation and vacation report from CPWD.
- b. Refund of security deposit after adjustment of damage and charges for overstay if any, is allowed on receipt of request from the party with original receipt of the deposit and pre-receipt for the amount, after the expiry of allotment period and confirmation of occupation and vacation from CPWD.
- c. In case requisite charges against booking has been deposited but other documents are incomplete up to one week before the proposed date of function and the event is ultimately cancelled, cancellation charges as mentioned in clause 7 (a) will be levied.

**Overstay and Damages**

- a. Damages to the furniture and fittings or losses of any kind caused during the use of accommodation are to be made good by the allottees. The CPWD staff attached to the building will determine the amount payable on this account and their decision will be final and binding on the allottees.
- b. In the event of overstay after 10:30 p.m. the allottee will be charged damages @ Rs.20000/- per hour or as may be decided by the competent authority from time to time. This amount is fixed by CPWD considering the running cost of electricity, air-conditioning plant etc.

**General: -**

- Facilities at Vigyan Bhavan are provided on “as is where is” basis and no additions/alterations or modifications are permitted
- There shall be no allotments for the three national holidays, i.e., 26th January, 15th August and 2nd October.
- Allotment is valid from 9.00 a.m. to 10.30 p.m. of the specified date(s).
- Application for allotment should be through the Ministry of External Affairs for state visit by heads of State of foreign countries.
- Allotment for international conferences and functions of international nature, will be made only if the function is approved by Ministry of External Affairs
- Hall No.1 of Vigyan Bhawan is reserved for exclusive use of Heads of State wherein the Presidents / Prime Ministers and other Heads of State take part in international deliberations and for meetings of the President or Prime Minister of India in consultation with intelligence / security agencies.
- The VIP Lounge and Dining Hall are allotted only for the occasion when President, Vice-President, Prime-Minister of India or a visiting Head of State of another country is attending a function. These rooms are to be paid for as they automatically come with a booking for VVIP attended functions.
- A booking is confirmed only when full payment of licence fee is made. Tentative booking or blocking is made to provide time to ascertain VVIP’s attendance. A firm booking is done upon full payment being made along with production of No Objection Certificate from the Deputy Commissioner of Police Security (PM).
- International Conferences/Seminars etc. cannot be cancelled for VVIP attended functions, once Vigyan Bhawan has been booked for International Conferences/Seminars.
- Vigyan Bhawan is allotted for holding Departmental, National or International Conferences/Seminars by the Government of India, State Governments, PSUs and Autonomous Bodies in that order of priority.
- Vigyan Bhawan is allotted to NGOs/Private Enterprises only if and for the days when the President, the Vice-President or the Prime Minister attend the function of the NGO/Private Enterprise.

[Private Parties - All organizations other than Government Departments, PSU/Autonomous Bodies under control of Ministries & departments are private parties for the purpose of the allotment and the licence fee.]

## **XVI. MISCELLANEOUS**

### **94. How to surrender Government accommodation?**

- (1) An allottee may surrender an allotment of accommodation at any time during the allotment period.
- (2) An allottee who surrenders the accommodation is not considered again for allotment of accommodation at the same station for a period of one year from the date of such surrender.

### **95. Can the Government accommodation be used for any commercial purpose by the allottee?**

No, the General Pool Residential Accommodation is allotted to a Government servant for bonafide use of residential purpose only. If any allottee uses the government premises for any purpose other than that for which it has been allotted, it will amount to cancellation of that allotment.

**96. Can the allottee undertake additional construction in the accommodation, garage etc.?**

No. No unauthorised construction, even temporary in nature, can be undertaken by an allottee. In case such unauthorised construction are reported to the Directorate of Estates, the allottee shall be issued show cause notice for removal of the same within a period of 30 days failing which the allotment is liable to be cancelled, with all penal consequences, after expiry of the notice period.

**97. Is mutual exchange of accommodation permissible?**

No w.e.f 19.6.2017, any kind of mutual exchange of quarters have been scrapped.

**98. What is the procedure for getting an alternate accommodation in case of a residential accommodation declared as unsafe/dangerous?**

- (1) An allottee, whose residential accommodation is unsafe or dangerous may make an application to the concerned maintenance agency to declare such accommodation as unsafe or dangerous for living and an officer not below the rank of an Executive Engineer, CPWD or equivalent officer in any other maintenance agency on satisfying himself that the accommodation concerned is unsafe or dangerous, issue a certificate of declaration to the effect, to the Directorate of Estates online or in writing and enter the accommodation in the Unsafe Accommodation Register.
- (2) Allotment of alternate accommodation to an allottee on declaration of a house as unsafe or dangerous shall be done through ASA or manual system of allotment as may be applicable.
- (3) In cases where an individual house in a Government residential colony is declared as unsafe or dangerous, an alternate allotment of same type of accommodation is to be made on priority on the following basis:
  - (a) Vacancies in the same locality or nearby locality to be identified for allotment where such occupants would be given priority in the same type of accommodation over the unified (change/initial) waiting list;
  - (b) The allottee in occupation of a specific floor may apply for that floor and above accommodation Type only and allotment will be made accordingly;
  - (c) Equal number of identified vacancies will be placed for allotment in ASA in relation to number of such unsafe or dangerous houses.

**99. What is the alternative arrangement for existing allottees in case of complete Government residential colony declared as unsafe/dangerous?**

In case a complete government colony declared as unsafe/dangerous, the allottees of such colonies shall be placed en bloc over the unified (change/initial) waiting list for same type of accommodation and the allottees may make preferences of houses in the ASA for allotment.

**100. Can an allottee have a temporary allotment of accommodation for marriage/social purposes?**

Yes. An allottee can have a temporary allotment of Government accommodation of the type to which he is entitled or one type below his entitlement, in the same or nearby locality, for the marriage of any member of his family or self and for any social purposes.

The period of allotment is normally restricted to 7 days and the application on the prescribed format is required to be submitted along with necessary documentary proof 15 days in advance before the function.

Licence fee at the following rates is payable in advance for the period of temporary allotment:

Sl. No.	Type of accommodation	Rates of licence fee per month
1.	Type-I to IV	Three times of Special Licence Fee
2.	Type-IV(Spl.) to Type VI-B(C-I)	Five times of Special Licence Fee

[For details refer O.M No.12035/8/2014-Pol.II dated 24.12.2014]

**101. Whether affidavits and attested documents are to be submitted along with applications for allotment/regularisation/retention of GPRA or for any other purpose?**

No. Self-declaration instead of affidavit and self-attested documents instead of documents attested by a Gazetted Officer can be submitted by an applicant along with application allotment/regularisation/retention of GPRA or for any other purpose.

**102. What are the popular codes used in Automated System of Allotment in eSampada?**

Sl. No.	Popular Code	Code Description
1	CE	CERC
2	CM	CHAIRMAN-MEMBER
3	CS	COMPULSORY SHIFTING
4	DH	DEMOLISHED HOUSE
5	DP	DEPARTMENTAL POOL
6	EA	EXTERNAL AFFAIRS
7	EM	EARMARKED HOUSE
8	F0	GROUND FLOOR
9	F1	1ST FLOOR AND ABOVE
10	FS	FOREST SERVICES
11	GP	GENERAL POOL
12	JH	JUDGE-HIGH COURT
13	JS	JUDGE-SUPREME COURT
14	LE	LATERAL ENTRY POOL

15	LM	LADIES MARRIED
16	LP	LADIES POOL
17	LS	LADIES SINGLE
18	ML	MEMBER - LOK SABHA
19	MR	MEMBER - RAJYA SABHA
20	OP	LONG VACANCY POOL
21	PB	PRASAR BHARATI
22	RP	RENOVATION POOL
23	SC	SCHEDULED CASTE
24	SE	SECRETARY EQUIVALENT
25	SF	CISF POOL
26	SG	SECRETARY TO THE GOVERNMENT OF INDIA
27	SH	SOLD HOUSE
28	SP	STATE GOVERNMENT POOL
29	ST	SCHEDULED TRIBE
30	TA	TRANSIT ACCOM.
31	TN	TENURE POOL (NON AIS)
32	TP	TENURE OFFICERS POOL
33	US	AACC.(UNSAFE)

103. What are the popular codes used in the Automated System of Allotment in eSampada for various localities in Delhi?

S. No.	Locality Code	Locality Description
1	ABR	AHILYA BAI ROAD
2	ABS	ALBERT SQUARE
3	AGR	ATUL GROVE ROAD
4	AGV	ASIAN GAMES VILLAGE
5	AGX	ANDREWS GANJ EXTENSION

6	AKR	AKBAR ROAD
7	ALG	ALI GANJ
8	ANG	ANDREWS GANJ
9	ANP	ANAND PARBAT
10	APR	ALIPUR ROAD
11	ARB	ARAM BAGH
12	ARL	ARAM BAGH LANE
13	ARS	ARAM BAGH SQUARE
14	ASH	ASIA HOUSE
15	ASR	ASHOKA ROAD
16	AXP	ALEXENDRA PLACE
17	AZR	AURANGZEB ROAD
18	BAL	BARAKHAMBA LANE
19	BAR	BARRON ROAD
20	BBP	BABAR PLACE
21	BBT	B. B. TANK
22	BDL	BAIRD LANE
23	BDM	DR. BISHAMBAR DAS MARG
24	BDR	BHAGWAN DAS ROAD
25	BGM	BENGALI MARKET
26	BGR	BUNGALOW ROAD
27	BHN	BHARTI NAGAR
28	BHR	BER SARAI
29	BKH	BIKANER HOUSE
30	BKS	B K S MARG
31	BML	B. R. MEHTA (CURZON) LANE
32	BPN	BAPA NAGAR

33	BSM	BHAGAT SINGH MARG
34	CFR	CHELMSFORD ROAD
35	CGR	CHITRA GUPTA ROAD
36	CGV	COMMONWEALTH GAMES VILLAGE
37	CJT	CENTRAL JAIL TIHAR
38	CLS	CLIVE SQUARE
39	CNL	CANNING LANE
40	CNP	CHANAKYA PURI
41	COL	COPPERNICUS (LYTTON) LANE
42	COR	COLLEGE ROAD
43	CRR	CIRCULAR ROAD
44	CTL	CONNAUGHT LANE
45	CVP	CENTRAL VISTA PLACE
46	CWR	CORNWALLIS ROAD
47	CWS	CORNWALIS SQUARE
48	CZR	CURZON ROAD
49	DAR	DARYA GANJ
50	DFC	DEFENCE COLONY
51	DHS	DALHOUSIE SQUARE
52	DKS	DILKUSH SQUARE
53	DLS	DHOLPUR HOUSE
54	DVN	DEV NAGAR
55	DWK	DWARKA
56	DXL	DUPLEIX LANE
57	DXR	DUPLIEX ROAD
58	DZA	D. I. Z. AREA
59	DZS	DIAZ SQUARE

60	EDS	EDWARD SQUARE
61	ELL	DR H C MATHUR LAN
62	ESC	EASTERN COURT
63	FBL	FIRE BRIGADE LANE
64	FCS	FOCH SQUARE
65	FHS	FRENCH SQUARE
66	FSR	FEROZ SHAH ROAD
67	FTR	FACTORY ROAD
68	GK	GREATER KAILASH
69	GKS	GREATER KAILASH
70	GLB	GULABI BAGH
71	GLM	GOLE MARKET
72	GMP	GULMOHAR PARK
73	GRB	GAURD BARRACKS
74	GRR	GURUDWARA RAKAB GANJ ROAD
75	HGS	HAIG SQUARE
76	HML	H C MATHUR LANE
77	HMR	HUMAYUN ROAD
78	HNL	HANUMAN LANE
79	HNR	HANUMAN ROAD
80	HPA	HUDCO PLACE EXTENSION
81	HPL	HUDCO PLACE
82	HRN	HARI NAGAR
83	HST	HASANPUR TANK
84	INA	I N A RAJYA SABHA AWAS
85	IRH	IRVIN HOSPITAL
86	JAC	JALEBI CHOWK



87	JAH	JAISALMER HOUSE
88	JBN	JOR BAGH NURSERY
89	JDM	JODHPUR MESS
90	JFS	JOFFEREE SQUARE
91	JLV	JAL VIHAR COLONY
92	JMN	JAM NAGAR
93	JMR	JANTAR MANTAR ROAD
94	JNM	JAWAHARLAL NEHRU MARG
95	JNP	JANPATH
96	JPH	JAIPUR HOUSE
97	JSH	JAISALMER HOUSE
98	JWM	JAWAHAR MARKET
99	KBA	KALIBARI APARTMENTS
100	KBL	KARBALA
101	KBM	KALI BARI MARG
102	KBN	KASTURBA NAGAR
103	KER	K. E. R MESS
104	KGM	KASTURBA GANDHI MARG
105	KKD	KAR KAR DOOMA
106	KKM	K. KAMRAJ MARG
107	KKN	KAKA NAGAR
108	KLB	KAROL BAGH
109	KLV	KALYAN VAS
110	KMM	KRISHNA MENON MARG
111	KNE	KIDWAI NAGAR (EAST)
112	KNN	KAMLA NEHRU NAGAR, GHAZIABAD
113	KNW	KIDWAI NAGAR (WEST)

114	KOH	KOTHALI HOUSE
115	KPM	KHYBER PASS MESS
116	KRP	KARAM PURA
117	KSH	KASHMIR HOUSE
118	KSN	P S KRISHNA NAGAR
119	KSR	KUSHAK ROAD
120	CTL	KOTLA LANE
121	KTR	KOTLA ROAD
122	KWC	KINGSWAY CAMP
123	LCR	LANCER ROAD
124	LCS	LAWRENCE SQUARE
125	LDC	LODI COLONY
126	LDE	LODI ESTATE
127	LDG	LODI GARDEN
128	LKS	LAKE SQUARE
129	LNR	LUCKNOW ROAD
130	LRC	LODI RAOD COMPLEX
131	LRR	LAWRENCE ROAD
132	LSS	LAURTON SQUARE
133	LXN	LAXMI BAI NAGAR
134	LYL	LYTTON LANE
135	MAH	MANDI HOUSE
136	MAR	MAULANA AZAD RAOD
137	MAV	MAYUR VIHAR
138	MBF	MBF
139	MBR	M. B. RAOD
140	MCH	METCALFE HOUSE

141	MDG	MADAN GIR
142	MDM	MANDIR MARG
143	MDR	MAHADEV ROAD
144	MDT	MODEL TOWN-III
145	MIN	MINTO ROAD
146	MIR	MIRDARD ROAD
147	MJM	MASJID MOTH
148	MKA	MUNIRKA
149	MKR	MAHABAT KHAN ROAD
150	MKS	MARKET SQUARE
151	MKT	MARKET ROAD
152	MLL	MAHARAJA LAL LANE
153	MLR	MALL ROAD
154	MMP	MOHAMMAD PUR
155	MNB	MEENA BAGH
156	MNM	MOTI LAL NEHRU MARG
157	MNP	MOTI LAL NEHRU PLACE
158	MNR	MAN SINGH ROAD
159	MOH	MOTIA KHAN
160	MPP	MAYA PURI PRESS COLONY
161	MRA	MINTO ROAD AREA
162	MRC	MINTO ROAD HOSTEL
163	MRL	MARKET LANE
164	MRM	MINTI ROAD (M S FLATS)
165	MRO	MINTO ROAD (OLD)
166	MSL	MATA SUNDRI LANE
167	MSR	MATA SUNDRI ROAD

168	MTB	MOTI BAGH
169	MTK	MOTIA KHAN
170	MTN	MODEL TOWN
171	MTR	MATHURA ROAD
172	MYP	MAYAPURI
173	NAS	NATIONAL STADIUM
174	NJN	NETAJI NAGAR
175	NJR	NIRANJAN ROAD
176	NKP	NANAK PURA
177	NMB	NEW MOTI BAGH
178	NMR	NIMRI COLONY
179	NNS	NICHOLSON SQUARE
180	NRA	NORTH AVENUE
181	NRL	NARELA (POLICE COLONY)
182	NRN	NAUROJI NAGAR
183	NUP	NEW USMANPUR COMPLEX
184	NWM	NORTH WEST MOTI BAGH
185	PBR	PROBYN ROAD
186	PDH	PATAUDI HOUSE
187	PHG	PAHAR GANJ
188	PHR	PESHWA ROAD
189	PIP	PINJRAPOLE
190	PKR	PANCHKUIAN ROAD
191	PKL	PARK LANE
192	PNN	NEW PREM NAGAR
193	PNP	PANDARA PARK
194	PNR	PANDARA ROAD

195	PPM	PT. PANT MARG
196	PQR	PURANA QUILA ROAD
197	PRL	PRESS LANE
198	PRN	PREM NAGAR
199	PRR	PRITHIRAJ ROAD
200	PSB	PRESS BLOCK
201	PSR	PRESS ROAD
202	PST	PARK STREET
203	PTL	PRITHVIRAJ LANE
204*	PTR	PRITHVIRAJ ROAD
205	PTS	PRESTING SQUARE
206	PUR	PUSA ROAD
207	PUV	PUSHPA VIHAR
208	PV	PASCHIM VIHAR
209	PVH	PRAGATI VIHAR
210	RBN	RABINDRA NAGAR
211	RBR	RABINDRA ROAD
212	RBS	ROBERT SQUARE
213	RCR	RACE COURSE ROAD
214	RFM	RAFI MARG
215	RJB	RAJA BAZAR
216	RJG	RAJOURI GARDEN
217	RJM	RAJAJI MARG
218	RJP	RANJIT PLACE
219	RJR	RAJPUR ROAD
220	RKM	RAMA KRISHAN MARG
221	ROH	ROHINI

222	RPR	DR. RAJENDRA PRASAD ROAD
223	RSA	ROUSE AVENUE
224	RSR	RAISINA ROAD
225	RZR	RANI JHANSI ROAD
226	SAL	SOUTH AVENUE LANE
227	SAM	SHAYAMA PRASAD MARG
228	SBM	SHAHEED BHAGAT SINGH MARG
229	SBR	SUNEHRI BAGH ROAD
230	SDE	SIDHARTHA EXTENSION
231	SER	STATE ENTRY ROAD
232	SFL	SAFDARJUNG AIRPORT LANE
233	SHE	SIDHARTHA EXTENSION
234	SHR	SHAHJAHAN ROAD
235	SJA	SAFDURJUNG DEVELOP. AREA
236	SJE	SAFDARJUNG ENCLAVE
237	SJL	SAFDARJANG LANE
238	SJN	SAROJINI NAGAR
239	SJR	SAFDARJANG ROAD
240	SKT	SAKET
241	SLP	SEELAM PUR
242	SMB	SEEMAL BAGH
243	SMM	SAN MARTIN MARG
244	SNN	SHASTRI NIKETAN
245	SNP	SHRINIVAS PURI
246	SOA	SOUTH AVENUE
247	SPM	SARDAR PATEL MARG
248	SQN	SADIQ NAGAR

249	SRP	SAMRU PLACE
250	SRR	SRI RAM ROAD
251	SSD	SATYA SADAN
252	SSP	SUJAN SINGH PARK
253	SUN	SUNDER NURSUREY
254	SWN	SEWA NAGAR
255	TBC	TIBIA COLLEGE
256	TDL	TODARMAL LANE
257	TDR	TODARMAL ROAD
258	TDS	TODAR MAL SQUARE
259	TGC	TUGHLAK CRESENT
260	TGH	TAGORE ROAD HOSTEL
261	TGL	TUGHLAK LANE
262	TGP	TUGLAK PLACE
263	TGR	TAGORE ROAD
264	THL	TELEGRAPH LANE
265	THM	THYAGARAJA MARG
266	THN	THYAGARAJA NAGAR
267	TJM	TEES JANUARY MARG
268	TKL	TILAK LANE
269	TKM	TILAK MARG
270	TKP	TALKATORA LANE
271	TKR	TALKATORA ROAD
272	TMH	TEEN MURTI HOUSE
273	TML	TEEN MURTI LANE
274	TMM	TEEN MURTI MARG
275	TMP	TIMARPUR

276	TRM	THYAGARAJA MARG
277	TSL	TANSMIT STADIUM LODI ROAD
278	TSM	TANSEN MARG
279	TSR	THOMSON ROAD
280	TUG	TUGHLAK ROAD
281	TYS	TAYLOR SQUARE
282	UBR	UPPER BELA ROAD
283	UDP	U.D.P NEHRU NAGAR
284	VGB	VIGYAN BHAVAN
285	VKJ	VASANT KUNJ
286	VKP	VIKAS PURI
287	VNM	VINAY MARG
288	VPH	VITHAL BHAI PATEL HOUSE
289	VSV	VASANT VIHAR
290	WDP	WINDSOR PLACE
291	WNC	WILINGDON CRESCENT
292	WSS	WILSON SQUARE
293	WTC	WESTERN COURT
294	WTH	WESTERN HOUSE
295	ZHM	DR. ZAKIR HUSSAIN MARG



**ANNEXURE-I**

**FLOWCHART OF PROCEDURE OF APPLYING ONLINE FOR ALLOTMENT OF GENERAL POOL RESIDENTIAL ACCOMMODATION**

