PARADIP PORT EMPLOYEES’ (ALLOCATED OF QUARTERS) ORDERS, 1975

1. Short title and commencement:
   i) These orders may be called the Paradip Port Employee's (Allotment of Quarters) orders, 1975.
   ii) These orders shall come into force at once.

2. Application--
   These orders shall apply to Paradip Port Quarters situated at Paradip Port allottable to its employees.

3. Definitions:
   In these orders unless the context otherwise requires.
   a) “Employee” shall have the same meaning assigned to it in orders 2 (e) of Paradip Port Employees (Classification, Control and Appeal) Regulations, 1967.
   b) “Board”, “Chairman”, “Deputy Chairman”, “Heads of Departments” shall have the same meaning assigned to them in the Major Port Trust Act, 1963.
   c) “Estate Officer” means the Estate Officer of the Port Trust.
   d) “Emolument” means pay, dearness pay and includes compensatory allowance.
   e) “Quarters” means building permanent or temporary owned, acquired or otherwise controlled by the Port Trust for the purpose of residential accommodation of its employees and shall exclude residences of Chairman and Deputy Chairman.
   f) “Type” in relation to quarters means a type of quarters as classified in the order 4 of these orders.
   g) “Family” means the wife, the husband, children and dependent parents, brothers and sisters.
   h) “Priority date” of an employee in relation to the type of quarters means the date of his joining in the pay range corresponding to a type of quarters.
   i) “Pay range” means a scale of pay or a group of scales of pay both the minima and maxima of which fall within the pay slabs indicated in Order 4.
   j) “House rent” means the sum of money payable in accordance with these orders in respect of the quarters allotted.
K) "Committee" means the Housing Committee constituted under these orders.

4. Classification of Quarters:

All quarters shall be classified into the following types according to the range of pay mentioned against each. An employee shall be eligible to a type of quarters according as he falls into the relevant range of pay:

<table>
<thead>
<tr>
<th>Types of Quarters</th>
<th>Eligible basic pay in Rs.</th>
<th>Plinth area recommended by B. P. E</th>
<th>Plinth area range suggested on the basis of accommodation reported under Col-5</th>
<th>Existing types of Quarters with Plinth area</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 'A'</td>
<td>Upto Rs.500/-</td>
<td>388 Sft.</td>
<td>360 – 490 Sft.</td>
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<td></td>
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<td></td>
<td>i) Type I(pt) at 'V' Point &amp; Nuabazar</td>
<td>400 Sft.</td>
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<td></td>
<td>ii) Type II (Temp) behind water tower at Sector-21</td>
<td>451 Sft.</td>
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<td></td>
<td>iii) Type 'A' Qrs at Nuabazar</td>
<td>444 Sft.</td>
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<td></td>
<td>iv) Type II (Temp) at Sector-21 (Stores shed converted)</td>
<td>808 Sft.</td>
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<td></td>
<td></td>
<td></td>
<td>v) Chummery room</td>
<td>372 Sft.</td>
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<td></td>
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<td></td>
<td></td>
<td>vi) Dormitory</td>
<td>830 Sft.</td>
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<td></td>
<td></td>
<td></td>
<td>vii) Bachelor barracks with kitchen and lavatory</td>
<td>374/360 Sft.</td>
</tr>
<tr>
<td>'B'</td>
<td>Rs.501/- to Rs.799/-</td>
<td>600 Sft.</td>
<td>515-689 Sft.</td>
<td>i) Type II(pt) at 'V' Point</td>
<td>629 Sft.</td>
</tr>
</tbody>
</table>
ii) Type II(pt) at 630 Sft. Madhuban

iii) Type II(Temp) Old at 689 Sft. ‘V’ Point and Sanapadia.

iv) Type II(Temp) Old twin at ‘V’ Point.

v) Type II (Temp) near School, ‘V’ Point

i) Qrs. at Balijhara 515 Sft.

ii) Temp Type III Qrs. in Yugoslavia Colony behind Dormitory blocks at Sector – 21.

iii) Type III(pt) Qrs at 784 Sft. Madhuban

iv) Temp Type Qrs at ‘V’ 927 Sft. Point

‘C’ Rs.900/- to 600 Sft. 710-861 Sft.

Rs.1099/-

‘C’-1 Rs.1110/- to 900 Sft. 922-1070 Sft

Rs.1229/-

‘C’-2 Rs.1300/- to 900 Sft. 1887 Sft.

Rs.1599/-

Sr. Officers Qrs. at ‘V’ 1887 Sft. Point

i) Type IV(pt) Qrs. at ‘V’ 922 Sft. Point

ii) Type IV(pt) Qrs at 922 Sft. Madhuban

iii) S.O Flats at Sector – 1070 Sft. 21
‘D’ Rs.1000/- and above 1500 Sft.

i) Type I (Temp) Qrs. at 296 Sft. Nuabazar

ii) Type I (Temp) Qrs. at 890 Sft. Sector – 21

iii) Type I (Temp) near School at ‘V’ Point

5. Application for allotment:

An employee, for allotment of an eligible type of quarters, shall submit application to the Estate Officer through the concerned Head of Department/Head of office in the form enclosed.

6. Ineligibility:

No employee shall be eligible for allotment of quarters under these orders if the employee owns a house in his name or in the name of his family members within the Port or in radius of 10 Kms. from the Port limits.

7. Where 2 employees in occupation of separate quarter allotted under these orders marry each other, they shall within one month of marriage surrender one of the quarters. If the quarters is not surrendered, the allotment of one of quarters may be cancelled as the allotting authority may decide.

8. No employee shall be allotted a quarters if her/his husband/wife has already been in occupation of a quarters allotted under these orders.

9. Allotment of quarters:

The Estate Officer shall maintain a typewise waiting list of employees arranged in order of their priority dates.

10. Allotment of all types of quarters except Type V quarters meant for Heads of Departments etc. shall be decided by a Committee known as Housing Committee consisting of the Secretary, Paradip Port Trust as Chairman, Superintendent, Civil Engineering as member and Estate Officer as Member-Secretary. Day to day allotment will be done by Estate Officer in accordance with decision of the Committee.
11. The Housing Committee shall not allot a higher type quarters to an employee than he is eligible under order 4.

Provided that an employee, notwithstanding his promotion to the next higher pay scale entitling him to the next higher type of quarters may be allotted a quarters according to his priority date in the next lower grade.

12. The Committee shall allot quarters to employees in order of priority date appropriate to the type of quarters in question. If the priority dates of two or more employees are the same, the employee in receipt of higher emoluments shall get preference over the employee in receipt of lower emoluments. Where the emoluments as well as the priority date are the same, the employees having longer period of service under the port will get preference. If, however, the priority date, the emoluments and the length of service in the Port are common, the senior-most in age will get preference on the basis of date of birth.

13. The allottee shall occupy the quarters allotted within 7 days from the date of issue of the allotment order failing which the allotment shall stand cancelled.

14. The allotment shall be effective from the date of occupation of the quarters by the allottee and shall continue to be in force until:

i) the expiry of the concessional period permissible under order 15.

ii) it is cancelled or is deemed to have been cancelled under any provision of these orders.

iii) it is surrendered by the employee.

iv) the employee is allotted another quarters.

15. Concessional period for retention of residence:

A residence allotted to an employee shall be retained by him on any one or more of the events specified in Column (1) of the table below for a period in the corresponding entry in Column (2) thereof provided that the residence is required for bonafied use of the employee or members of his/her family.

<table>
<thead>
<tr>
<th>Events</th>
<th>Permissible period for the retention of the residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Resignation, dismissal, removal or termination of service, discharge, transfer.</td>
<td>Two months</td>
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<tr>
<td>ii) Retirement including voluntary retirement or terminal leave.</td>
<td>Four months</td>
</tr>
<tr>
<td>iii) Compulsory Retirement and Releived from Contract Engagement.</td>
<td>One year</td>
</tr>
<tr>
<td>iv) Death of the allottee.</td>
<td>For the period of leave sanctioned.</td>
</tr>
<tr>
<td>v) All forms of leave sanctioned by the competent authority.</td>
<td>For the full period or training.</td>
</tr>
<tr>
<td>vi) On proceeding on training in/outside</td>
<td></td>
</tr>
</tbody>
</table>
NOTE: The allotment of residence retained under the above orders shall be deemed to be cancelled on the expiry of the admissible concessional periods unless immediately on the expiry thereof the employee resumes duty or unless extended by proper authority.

16. Recovery of house rent:

House rent shall be charged from the date of occupation of quarters by the allottee and recoverable at the rate of 10% of the emoluments of the allottee.

Provided that for temporary quarters if concessional house rent is in force for any specified period the allottee shall pay house rent at that rate for the said period.

Provided further that for special types mentioned under Order 4, House rent will be collected at rates fixed from time to time.

17. (a) An employee who is eligible for a higher type of quarters but prefers to occupy a lower type of quarters even after the appropriate type of quarters is allotted to him shall pay house rent chargeable for the higher type of quarters.

b) Where an employee is allotted a type of quarters which is lower than the type to which he is eligible he shall pay house rent at 10% of the maximum pay scale of the pay range which is entitled to the type of quarters 7\(^{1/2}\) % of his/her emoluments whichever is less.

c) Where joint allotment of a quarters is made the house rent shall be recoverable from each allottee at the rate of 10% of emoluments of the concerned occupant divided by the number of allottees given joint allotment. Each will pay the amount that is payable by him.

18. Penal House Rent:

(a) In case an employee fails to vacate the Quarters:

i) On the expiry of the concessional period specified in Order 15, or

ii) On cancellation or expiry of the allotment under these orders.

Penal house rent equal 25% of his emoluments shall be recovered besides disciplinary action which may be taken as deemed fit in each case.
*b) In case an employee forcibly occupies the quarters of the Port Trust and does not
vacate after notice, penal house rent equal to 30% of his total emolument shall be
recovered besides disciplinary action that may be taken as deemed fit in each case. The
Board is, requested to consider the above proposal and accord their approval.

19. Charges for Electricity, Water & other services:
Charges towards electricity and water supplied to the allottee shall be recovered at the
rates fixed by the Board from time to time. Charges for any additional facilities supplied at the
request of the allottee will be at the rate as may be fixed by the Board in each case.

20. Surrender of allotment:
An allottee may at any time surrender the quarters occupied by him by giving one month
notice or by indicating a specific date. The allotment of the said quarters shall be deemed to have
been cancelled on the expiry of the said period of date.

21. Maintenance of quarters:
An employee occupying the quarters shall be responsible to keep the quarters and its
compound in good sanitary condition.

22. Cancellation of allotment:
If an employee commits any of the following acts, the allotment of the residence made to
him/her is liable to be cancelled.

i) Transferring or sub-letting the entire building or any portion thereof.

ii) Using the building for a purpose other than for residential purpose.

iii) Committing acts of waste or nuisance which are likely to impair the value or utility of
the building:

iv) Addition or alteration to structure or loss or damage to fixtures and fitting:

v) The allotment of the residence to an employee is liable to be cancelled also in the
event of any act or conduct on the part of the family members or dependents of the employee
concerned, which act or conduct is a nuisance to the occupiers of buildings in the neighbour-
hood.

vi) On such other grounds as may be ordered by the appropriate authority.

23. Sharing and Sub-letting of quarters:
a) An employee may share his residence with other employees of Paradip Port Trust and in such
cases, he shall intimate the date of sharing along with the address of the employee sharing.

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No. E-Gs-1/39/77
Deptt. (Estate Branch).
* As per Amendment of Agenda Item No. 35 (5)/79.
Resolution No. 114/79
b) No employee shall sub-let whether to any employee or to an outsider the residence allotted to him/her except with the specific sanction.

c) Without prejudice to any other action that may be taken, an employee who sublets his residence without authority shall be liable to pay by way of penalty an amount not more than the market rent of the building from the date of subletting till subletting ceases. The market rent will be determined by the Executive Engineer, Camps & Buildings Division of the Port.

24. Continuance of allotments made prior to the issue of these orders:

Any allotment of quarters which is subsisting immediately before the commencement of these orders shall be deemed to the allotment duly made under these orders.

25. Chairman may relax all or any of the provisions of this order for allotting a quarter to an employee to whom an assurance was given for providing residential accommodation at the time of his selection for appointment to the service of the Port Trust or to any other employee for weighty reasons.

26. Violation of these orders will be treated as misconduct and disobedience of orders of proper authority under the Conduct Rules adopted by the Paradip Port Trust.

27. Interpretation of the orders:

If any question arises as to the interpretation of these orders, the same shall be decided by the Chairman.

Chairman
Paradip Port Trust
PARADIP PORT TRUST
APPLICATION FOR ALLOTMENT OF PORT TRUST QUARTERS

I (Name in full) Shri........................................................................................................... beg to request that my name may please be registered for the allotment of Port Trust quarters.

I give below the following particulars:
1. Designation ..............................................
2. Department/Office ......................................
3. Scales of Pay ..............................................
4. Present pay ................................................
5. Dearness pay ..............................................
6. Compensatory allowance ..............................
7. Total of pay, dearness pay and compensatory allowance. ............................................
8. Date of last increment ....................................
9. Date of birth ................................................
10. Age .........................................................
11. Date of joining in the present grade ............... ............................................
12. Date of joining in the next below grade ........... ............................................
13. Date of joining in the Port .............................. ............................................
14. Total length of service ................................. ............................................
15. Permanent or temporary ............................. ............................................
16. Whether married or bachelor ........................ ............................................
17. Particulars of house owned by the employee or any of his/her family members ......... ............................................

If I am allotted the quarters, I undertake to live there with my family and not to keep any outsiders therein without express permission of the authority concerned. I also undertake to abide by the Paradip Port Trust Allotment of Quarters Orders and any orders that may be issued from time to time. If I or any of my family members becomes owner of a house in the Port area or the nearby suburb, I will intimate the fact to the Estate Officer within a month.

Reasons, if any, for special consideration:

No. ........................................ Date.......................... APPLICANTS SIGNATURE

Forwarded to the Estate Officer, Paradip Port Trust. The particulars given by the applicant have been duly verified and found correct.

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HEAD OF DEPARTMENT/HEAD OF OFFICE

Eligible........................................ type quarters, Registered at No...........................................
in the Register of applications.

Date........................................ ESTATE OFFICER