



National Communications Academy's (Ghaziabad Campus)

Residential Accommodation Allotment Policy, 2024

O/o Director General,

National Communications Academy (NCA), Ghaziabad Campus,

Government of India Enclave, Rani Jhansi Marg,

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NCA (Ghaziabad Campus)
Residential Accommodation Allotment Policy, 2024

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NCA (Ghaziabad Campus)
Residential Accommodation Allotment Policy, 2024

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NCA (Ghaziabad Campus) Residential Accommodation Allotment Policy, 2024

1. Short Title and Application:

- The policy is to be called the " NCA (Ghaziabad Campus) Residential Accommodation Allotment Policy, 2024".
- This shall come into force w.e.f. 01.08.2024.

2. Definitions:

- a) Allotment means the grant of license to occupy a residential accommodation in accordance with the provisions of this policy;
- b) "Accommodation" or "Quarter" means the Residential accommodation available at the NCA, GHAZIABAD campus under the control of DG, NCA, Ghaziabad.
- c) "Head of Department (HOD)" means DG, NCA, Ghaziabad who exercises the control over the Estate Management Functions at the NCA, Ghaziabad premises.
- d) "Estate Officer" means officer working in NCA, Ghaziabad designated so by the DG, NCA, Ghaziabad.
- e) "Family" means the wife or husband of allottee, as the case may be, and children, step children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the allottee;
- f) "Government" means the Central Government unless the context otherwise requires;
- g) "License fee" means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of an accommodation allotted under these rules;
- h) "Special license fee" means a license fee charged from allottees for short period or temporary allotment of accommodation or charged from other ineligible offices or organization for allotment of accommodation on special purposes;
- i) "Damages" means a compensation to be levied in multiples of license fee in the event of unauthorized occupation or subletting or misuse of whole or any part of accommodation by the occupant of the accommodation; Damages also includes any physical damages beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings or services provided therein by Government during the period for which the residence has been and remains allotted to allottee.
- j) "Subletting" means letting out of a Residential Accommodation in NCA, Ghaziabad partly or wholly by an allottee or any person outside the allottee's family and immediate relations.
- k) "Immediate relations" means 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;
- l) "Temporary Transfer" means a transfer, which involves an absence for a period not exceeding four months from the place where the accommodation is allotted.
- m) "Transfer" means a transfer from the present working place where the accommodation is allotted to any other working place.
- n) "Eligible type of accommodation" in relation to an officer means the type of accommodation to which she/he is eligible under these rules.
- o) "Surrender of accommodation" means vacation of accommodation after physical occupation



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- of the accommodation by the allottee on her/his own volition during the allotment period;
- p) "Guest" means a casual visitor staying temporarily with the allottee.
- q) "Residential accommodation" means a covered structure or part thereof whether permanent or semi-permanent or temporary, which has at least a living room and a lavatory with or without kitchen.
- r) "Misuse" or "Improper Use" in relation to an allotment, means
- i. A residential accommodation or a servant quarter or a garage being used by allottee herself/himself or by her/his family members or immediate relations staying with her/him for the purpose other than the purposes provided under these rules;
 - ii. Use of the quarters or a portion thereof for any purpose other than the purposes for which it is allotted.
 - iii. Putting up structures, either permanent, semi-permanent or temporary in the premises thereof, without prior permission.
 - iv. Permitting any person other than the members of the allottee's family to use the whole or any portion of the quarter permanently or temporarily for consideration or otherwise.
 - v. Tampering in any form, including alteration or extension of the electric lines, water connections, sewage pipes or any other service facilities that may be in the premises.
 - vi. Keeping of cows, buffaloes, goats or any such other animals in the premises allotted. However, Keeping of Dogs and Cats is permitted with proper care and cleanliness of the compound and roads of the colony, and as per do's and don'ts.
 - vii. Keeping of any noxious, inflammable, explosives and dangerous articles in the premises or making the premises unclean, foul or insanitary.
 - viii. Carrying on illegal or immoral activities in the quarter or causing nuisance or annoyance to the neighbors or to the employees by the employee himself or any member of his family or any other person residing with him.
 - ix. Using Residential accommodation for any trade/business/office/ any other unauthorized activity, by any allottee or any of his/her family members or allowing any other person to so use it and applying for registration giving the house number as the official address of the firm, etc.
 - x. Allottees having servant quarter shall ensure that not more than 5 persons including adults are residing in the servant quarters.



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3. Entitlements and License fee: As per below or revised from time to time.

Sl. No.	Type	Entitlement of Govt. Servant (Pay Level, 7th CPC)	Entitlement of BSNL staff (IDA Pay Level)	Monthly License Fee in ₹
1.	Type I	1	NE-1 to NE-4	210
2.	Type II	2, 3, 4, 5	NE-5 to NE-9	440
3.	Type III	6, 7, 8	NE-10, E-11, E1A & E2A	660
4.	Type IV	9, 10, 11	E-3, E-4 & E-5	880
5.	Type IV S	11	E-4 & E-5	930
6.	Type V A	12	E-6 & E-7	1650
7.	Type V B	13, 13A	E-6 & E-7	1750
8.	Type VI A	14	E-9 & above	2170
9.	Type VI B	15	E-9 & above	2590

4. General Conditions:

- a. The allotment procedure of quarters shall be as per the GPRA rules of Govt. of India mutatis mutandis and in case of any doubt/dispute, GPRA rules shall prevail and the decision of DG NCA, Ghaziabad will be final.
- b. Only serving officers of DOT, BSNL/MTNL and DOT probationers posted in Ghaziabad/NCR area are eligible for residential accommodation in NCA, GHAZIABAD Campus as per their entitlements in following preference in decreasing order:
 - All DoT officers / staff posted in NCA, Ghaziabad
 - Probationers/OTs undergoing Induction training in NCA, Ghaziabad.
 - All officers / staff posted in NCA, Ghaziabad under deputation.
 - BSNL officers / staff posted in BSNL office located in NCA, Ghaziabad Campus.
 - DoT / BSNL / MTNL /on Deputation to other organisation and posted in Ghaziabad/NCR area.
 - BSNL/MTNL officers posted in Ghaziabad/NCR area.
 - BSNL/MTNL officers posted on deputation in Ghaziabad/NCR area.

5. Quarter wise Conditions:

Type VI quarters are reserved for allotment to SAG and above level officers posted in NCA, Ghaziabad. However, in case these quarters are available in vacant condition with no waiting list, then the allotment of the same to any other eligible officer shall be decided by DG, NCA, Ghaziabad on case-to-case basis, whose decision shall be final in this regard.

In case, any of the Type-VI Residential accommodation is required by NCA, Ghaziabad eligible officers, the allottee will have to vacate the quarter on 2 months' notice. No appeal against such Notice will be entertained.



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6. Allotment to husband and Wife - Eligibility in cases of officers who are married to each other:

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

- Provided that this sub-rule shall not apply where the wife and husband are residing separately in pursuance of –
 - a. an order of judicial separation made by any Court; or
 - b. an order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by either spouse for dissolution of marriage by a decree of divorce is pending and either of them has furnished an undertaking to surrender the accommodation allotted to her or him forthwith in case of revival of conjugal rights with her or his spouse.
- Where two officers in occupation of separate residence allotted under these rules marry each other, they shall, within one month of the marriage, surrender one of the residences. If a residence is not surrendered as required above after marriage of already residing officials, the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of one month from date of solemnization of marriage.
- Suppression of information may lead to cancellation of both accommodations.
- If the husband or the wife is allotted any other government accommodation, they must inform the same to O/o DG, NCA Ghaziabad, and their choice of residence. Suppression of any relevant information may lead to eviction.

7. Application for allotment:

- All applicants have to apply (Annexure “A” – tentative proforma for application) for residential accommodation of eligible type of quarters to NCA, Ghaziabad. The applications received during each calendar month (till last date of month) shall be processed for allotment in subsequent month.
- After acceptance, the allottee will have to physically occupy the quarters by the end of the calendar month in which the allotment letter was issued and from the next month the License fee will be deducted by the DDO w.e.f. date of physical occupancy.
- In case of waiting list or more than two officers desiring the same quarters, final decision will be of DG NCA, Ghaziabad based upon seniority and other relevant factors.
- In case of shifting of house from GPRA or any other pool extra one month's time will be given as per GPRA/estate department rules.
- The applicant shall furnish his/her particulars and information in true and fair manner. In case of any discrepancy in the application or furnishing of incorrect information the applicant shall be liable for disciplinary action as per rules including cancellation of allotment of accommodation if allotment was made based on incorrect information.



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8. Allotment and Acceptance:

- Based on availability of quarters, entitlement and preference, the Estates Officer of NCA, Ghaziabad shall issue an allotment letter (Annexure “B” - tentative proforma for allotment) after following due procedure and approval of competent authority. For the applications received in any month, the allotment letter to the allottees shall be issued by 10th day of the subsequent month or next working day, in case of closed days/holidays.
- The applicant has to accept the allotment (technical possession) within 7 Calendar days from the date of allotment failing which the allotment shall stand cancelled irrevocably.
- After acceptance of the allotted accommodation, the allottee shall take physical possession of the accommodation as soon as possible but before the end of the month of the issue of allotment letter.
- In case the allotted accommodation is not ready for immediate occupation, NCA, Ghaziabad shall issue a Technical Occupation Report to the allottee and instruct the maintenance agency to get the said quarters ready for accommodation and submit an approximate timeline for the same, which shall be communicated to the allottee. Once the said quarter is ready for physical occupation, the readiness shall be communicated to the allottee. The allottee shall take physical possession of the accommodation within 7 Calendar days of receipt of communication and physical occupation report shall be generated.
- In case of Non acceptance of allotment or failure to occupy the allotted accommodation after acceptance, the applicant will be debarred for allotment of Residential Accommodation at NCA, GHAZIABAD for a period of 6 months. The decision of DG, NCA, GHAZIABAD, in this regard shall be final.

9. Allotment of accommodation on unsafe or dangerous grounds:

An allottee, whose residential accommodation is unsafe or dangerous may make an application to the Estates Officer of NCA, GHAZIABAD to declare such accommodation as unsafe or dangerous for living. After a joint inspection with CPWD and Infra Division Officer, Estates Officer will issue a certificate to this effect and other suitable alternate accommodation will be provided to the allottee.

10. License Fee (LF):

- The payment of license fee begins from the date of physical occupation of quarters or the 1st day of the subsequent month in which the allotment letter was issued, whichever is earlier. The DDOs of concerned allottees shall be responsible for deducting HRA, LF and utility charges and remitting/crediting recovered LF and utility charges in DoT account as applicable and submit a certificate to Estate officer and DDO, NCA, Ghaziabad every month in the prescribed format.
- An allottee shall remain personally responsible for any license fee payable in respect of the accommodation and for any damages beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings or services provided therein by Government during the period for which the residence has been and remains allotted to her/him. Such recovery towards damage shall be decided by O/o DG, NCA, Ghaziabad.



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- Where, due to adequate availability of quarters of a particular type, a government servant is allotted accommodation of a type higher than his entitlement, with the condition that quarters are surplus, only a flat rate of the license fee relevant to that type of accommodation is to be charged from such an allottee. However, if an allotment of a higher type is made out of turn, at their own request, despite there being no surplus quarters in that higher type, three times the normal rate of license fee is to be charged. In such cases where the residential accommodation is withdrawn from the surplus or there is application from eligible officers pending for allotment of residential accommodation, the allottee may be asked to vacate the residential accommodation on 2 months' notice as per decision of DG, NCA, Ghaziabad, if any.
- The license fee charged shall be the same as that charged for general pool accommodation provided by Directorate of Estates and as mentioned in the table of para 3 above. The revision in it shall also be implemented mutatis mutandis.
- Officer to whom a residence has been allotted shall be personally liable for the use of residential accommodation for any unauthorized purposes whatsoever.

11. Change of Residential Accommodation:

In case of initial allotment of residential accommodation, change request for the same type of accommodation may be considered before physical possession of the residential accommodation by the allottee provided the requested accommodation is available and there is no request for allotment from other eligible officers.

In case physical possession of the residential accommodation has already been taken by the allottee, request for change of same type of residential accommodation shall only be considered after completion of 1 year of physical occupation of the existing residential accommodation as on 30th June or 31st December of the year. The applications will be accepted in the month of January or July and allotment shall be issued in the following Month.

Only one change shall be allowed in the same type of accommodation to the allottee.

12. Retention of quarters:

The retention of quarters shall be as per the extant GPRA rules. Occupation of the quarter beyond permissible period i. e. after allowing retention as per GPRA shall be treated as unauthorised occupation and estate officer shall get the quarter vacated as per extant applicable public premises (eviction of unauthorised occupation) act 1971.

13. Surrender of residential accommodation:

- An allottee may surrender an allotment of accommodation at any time during the allotment period on transfer or retirement etc. as per the GPRA rules.
- An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation within NCA, Ghaziabad campus for a period of one year from the date of such surrender. However final decision will be of DG, NCA, Ghaziabad on merit basis.

14. Resolution of dispute in case of quarrel between neighbors:



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- Any complaint relating to the quarrels between neighbors in NCA, Ghaziabad campus shall be examined in detail by an officer appointed by O/o DG, NCA, Ghaziabad, who shall make her/his recommendations to the O/o DG, NCA, Ghaziabad for further necessary action in the matter.
- The allottee(s), found guilty under this rule on first incidence, shall be issued a warning notice to mend his/her ways. In case, if the same recurs again or such complaint is received against the same allottee then again after due investigation, final warning notice shall be issued to the errant allottee and accommodation of such allottee may be shifted to other distant quarter in the campus, if available. If the same issue is reported 3rd time, then the allotment of residential accommodation of errant allottee may be cancelled and may be issued a notice to vacate the residential accommodation in 60 days. Such allottees shall be debarred from allotment of accommodation for a period varying from one year to two years depending upon the nature of the offence:

Provided that if the allottee who is debarred under this sub-rule, on subsequent allotment again picks up a quarrel with her/his neighbor and is found guilty, she/he shall be declared ineligible for further allotment of accommodation inside NCA, Ghaziabad permanently.

- O/o DG, NCA, Ghaziabad, may make rules and regulations so as to maintain discipline in the NCA, Ghaziabad premises. Such rules have to be followed by all occupants and officials including their families. Failure to comply with such rules may lead to eviction from the NCA, Ghaziabad premises and debarment from future allotment within NCA, Ghaziabad premises.

15. Mutual Exchange of residential accommodation:

Officers to whom residences have been allotted under these rules may apply for permission to mutually exchange their residences. Permission for mutual exchange may be examined case to case basis and with the consent of both the parties.

16. Maintenance of Residential Accommodation:

16.1 Maintenance of accommodation by the allottee:

- i. The allottee to whom a residential accommodation has been allotted shall maintain the accommodation and premises in a clean condition and such allottee shall not grow any trees, shrubs or plants contrary to the instructions issued by the Government or by its maintenance agencies nor cut or lop off any existing tree or shrubs in any garden, courtyard or compound attached to the accommodation.
- ii. Trees, plantation or vegetation, grown in contravention of this rule shall be removed by the concerned maintenance agencies at the risk and cost of the allottee concerned.
- iii. Internal Painting in the allotted quarters shall be generally done every 3 years or as per discretion of DG, NCA, Ghaziabad.

16.2 Cooperation with maintenance agencies by the allottees to carry out repair works:

- i. All allottees shall cooperate with respective maintenance agencies of residential accommodation in NCA, Ghaziabad in carrying out all kinds of repair or renovation works.
- ii. In case of a complaint for non-cooperation from maintenance agency against any allottee,



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strict action shall be taken against her/him as per these rules and the instructions issued by the Directorate of Estates or made by O/o DG, NCA, Ghaziabad from time to time.

16.3 “Misuse” / ”Improper use” of Campus / Allotted Residential accommodation:

- i. The accommodation shall be used for residential purposes only by the allottee and other authorized persons as per these rules.
- ii. Action shall be taken against the allottee for “Misuse” / ”Improper use” of the allotted accommodation as per these rules and instructions issued by the Directorate of Estates in this regard from time to time.

16.4 Payment of requisite charge or fee to public utility services:

i. Serving employees:

The allottees of accommodation shall be responsible for payment of charges and fees for all utility services such as electricity, water, gas etc,

Such due payments towards utility services (Electricity, water, gas etc.) shall be conveyed by Estate officer from NCA, Ghaziabad on monthly basis to concerned DDO, who shall recover the same including License fee from the monthly salary of the allottee, remit the same alongwith HRA to DOT account on monthly basis and confirm the recovery in the 1st week of subsequent month to Estate officer of NCA, Ghaziabad.

- ii. **Non-Serving employees:** The allottees of accommodation shall be responsible for payment of rent and charges for all utility services such as electricity, water, gas etc., and shall pay the same to BSNL/DOT account as the case may be **on receipt of Invoice from BSNL/DoT as the case may be.**

In case of failure of due payment by the allottee, NCA, Ghaziabad will take action as per terms and conditions of agreement or as per prevailing rules or as decided by the DG, NCA, Ghaziabad.

16.5 Unauthorized constructions in Government colonies:

- i. No unauthorized construction shall be allowed in Government residential colonies and the unauthorized constructions, if any shall be removed or demolished at the risk and cost of the allottee by the concerned maintenance agency or the Estate Officer notified under the Public Premises (Eviction of unauthorized occupants) Act, 1971 (40 of 1971), as the case may be in accordance with the provisions of that Act.
- ii. In case any further unauthorized construction is found in the accommodation of the same allottee, the accommodation provided to such allottee shall be cancelled from the date of inspection of the accommodation and she/he shall be debarred for allotment of accommodation for remaining period of service in future.
- iii. The procedure for dealing with cases relating to unauthorized construction or encroachment in accommodation or public premises and the responsibilities thereof in accordance with Public Premises Act 1971.



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17. Subletting and sharing of Residences:

- **Persons to reside with allottee**

- i) The allottee shall reside in the accommodation allotted to her/him with her/his family and immediate relations. The Allottee shall provide the list of family at the time of acceptance.
- ii) In case any relationship ceases by any order of court of law, such relation shall not reside with the allottee.
- iii) The servant quarters, out-houses and garages may be used for the bonafide purposes only as permitted by the O/o DG, NCA, Ghaziabad.
- iv) The allottee who shares the accommodation with her/his family or immediate relations shall furnish prior intimation to the O/o DG, NCA, Ghaziabad, furnishing full particulars of her/his family members or immediate relations residing in the accommodation allotted to her/him:

Provided that the details of guests, if such guest is likely to stay for more than fifteen days in the accommodation, shall be intimated to the O/o DG, NCA, Ghaziabad, in such form, as may be specified by directorate of estate rules.

- An allottee shall not sublet the whole or part of accommodation including garage and/or servant quarters allotted.
- If an allottee to whom an accommodation has been allotted, unauthorizedly sublets the accommodation, the O/o DG, NCA, Ghaziabad may, without prejudice to any other disciplinary action that may be taken against her/him, cancel the allotment of the accommodation from the date of inspection.
- If an allottee sublets an accommodation allotted to her/him or any portion thereof on any of the out-houses or garages in contravention of these rules, she/he may without prejudice to any other action that may be taken against her/him, be charged such damages from the date of inspection by the O/o DG, NCA, Ghaziabad or a suitable officer appointed thereto, as may be determined by the Central Government from time to time, in this respect for inspection and decision.
- Where an action to cancel the allotment is taken on account of unauthorized subletting of the premises, a direction shall be issued by the Estates Officer to the concerned administrative office of the allottee for the purposes of initiation of Departmental proceedings and for imposition of major penalty, along with the copy of a draft charge sheet; and the administrative office shall intimate the Estate Officer the details of the charges framed and the penalty imposed on the allottee under this rule.

18. Consequences of breach of rules and conditions:

If any officer to whom a residence has been allotted, unauthorizedly sublets the residence or charges license fee from the sharer at a rate which the Estate Officer considers excessive or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for purposes other than that for which it is meant or tampers with the electricity



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or water connection or commits any other breach of rules or other terms and conditions of the allotment or uses the residence or premises or permits or offers the residence or premises to be used for any purposes, which the Estate Officer considers to be improper or conducts herself/himself in a manner which, in her/his opinion, is prejudicial to the maintenance of harmonious relations with her/his neighbors or conducts herself/himself in such a manner as to disturb peace in the residential complex or colony in any manner or utilizes or cause to be utilized common facilities for unauthorized purposes such as parties etc. without the consent of Estate Officer, has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Estate Officer may, without prejudice to any other disciplinary action that may be taken against her/him, cancel the allotment of the residence.

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

19. Interpretation of Rules:

If any question arises as to the interpretation of these rules, it shall be decided by the DG, NCA, Ghaziabad. The decision of the DG, NCA, Ghaziabad, thereon shall be final and binding.

20. Relaxation of Rules:

The DG, NCA, Ghaziabad may, for reasons to be recorded in writing, relax all or any of the provisions of this policy. The decision of DG, NCA, Ghaziabad, shall be final in this regard.

21. Eviction:

All cases of eviction shall be decided by the O/o DG, NCA, Ghaziabad and decided after an enquiry committee constituted for the same purpose has recommended for eviction of an allottee on the grounds prejudicial to the interests of the occupants of the NCA, GHAZIABAD premises. The decision of DG, NCA, Ghaziabad, shall be final in this regard.

22. Ladies Pool:

- i. 'Lady Officers Pool' is maintained separately for allotment of GPRA to married lady officers and single lady officers in the ratio of 2:1. - GIO (1), Rule 27.
- ii. 'Lady Officers Pool' introduced within Secretary Pool (SG) to enable Lady Officers to get accommodation on priority basis, subject to conditions. - GIO (2), Rule 27.

23. Reservation of Quarters for SC/ST Employees:

- a. 10 % in Types 'I' and 'II' and 5 % in Types 'III' and 'IV' of General Pool Accommodation is reserved for SC/ST employees subject to their eligibility for allotment in their entitled types and in their turn from the separate waiting list to be maintained for the purpose. Vacancies available in the quota reserved for them would be allotted in the ratio of 2:1 to the SC and ST employees respectively. If there is no SC employee, the quota reserved for SC would be allotted to ST employee.
- b. A 60-point roster will be maintained for the purpose of allotment of quarters. For Types 'I' and 'II' accommodation, vacancies at point Nos. 10, 20, 40 and 50 will be for SC employees and point Nos. 30 and 60 for ST employees; for Types 'III' and 'IV' accommodation, point Nos. 20 and 40 will be for SC employees and point No. 60 for ST



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employees. SC/ST employees will also be considered for allotment in their turn along with general category employees.

- c. The SC/ST Officers, who are already in occupation of lower type of General Pool residential accommodation are also eligible for allotment of higher type accommodation from the quota reserved for SC and ST employees.

24. Any other policy matter: Any point not covered under this policy shall be governed by the Directorate of Estates Allotment of Government Residence (General Pool in Delhi) Rules, 2017 (as modified by Government of India from time to time) and decision of DG, NCA, GHAZIABAD in this regard shall be final.

25. Final Authority: The power to amend or relax any part or provision of this policy rests with DG, NCA, GHAZIABAD.



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ANNEXURE "A"

APPLICATION FOR ALLOTMENT OF RESIDENTIAL ACCOMMODATION AT NCA,
GHAZIABAD

TO BE FILLED BY THE APPLICANT

1. NAME:
2. FATHER/ SPOUSE NAME:
3. GENDER:
4. MARITAL STATUS:
5. CATEGORY (Please tick): OTHERS/ SC/ ST
6. DATE OF BIRTH:
7. PERMANENT ADDRESS:

8. PRESENT RESIDENTIAL ADDRESS:

9. PAN CARD NUMBER:
10. IS THE APPLICANT CURRENTLY POSTED AT NCA, GHAZIABAD (YES/ NO):
11. DESIGNATION/ POST:
12. OFFICE HEADQUARTERS:
13. OFFICE NAME & ADDRESS:
14. OFFICE PHONE NUMBER:
15. OFFICE EMAIL ID:
16. DATE OF JOINING IN PRESENT CITY:
17. SERVICE STATUS (Please tick): PERMANENT/PROBATION (Give details of completion of Probation)/ OTHERS (Give details of category of employee)
18. DATE OF JOINING:
19. DATE OF RETIREMENT:
20. PRESENT PAY LEVEL (7TH CPC) / (IDA SCALE):
21. PRESENT BASIC PAY:
22. Indicate below the Type (s) of houses for which you are applying:



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Type of Quarter (Please tick)	Please mention name of the Block and quarter number as per eligibility and preference.		
	1 st choice	2 nd choice	3 rd choice
Type -I			
Type -II			
Type -III			
Type -IV			
Type- IV Special			
Type -V			
Type -VI			

23. Whether the applicant was debarred from allotment of govt. residence? If yes, please give details. YES/NO
24. Whether the applicant and his/her spouse occupying accommodation allotted by/from any department pool or any other pool? YES/NO
25. Mobile No.:
26. E-mail ID:
27. Details of Family members likely to reside in residential accommodation:

Sl. No.	Name	Age	Relationship with the allottee

28. Following documents to be enclosed:
- A. Pay Fixation order for the present post
- B. Latest Pay Slip
- C. Joining order

Point 1 – 21 has to be certified by the Establishment / Admin division of the officer concerned.

DECLARATION OF APPLICANT

1. I have read and understood the Allotment of NCA, GHAZIABAD Quarters Policy. I hereby agree to abide by the provisions under the said policy and instructions issued by NCA, Ghaziabad from time to time.
2. I do not stand debarred for Government accommodation.
3. No other government accommodation is allotted to me or to my wife / husband on the date either by the Directorate of Estates or by the Department of Rehabilitation or by any other Government Organization or local body.



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OR

I undertake to vacate the accommodation allotted to me or my spouse within the stipulated period.

4. I undertake to keep the Estate Officer, NCA, Ghaziabad informed about my transfer within / outside Ghaziabad/NCR.
5. I am aware of the penalties/recovery towards damages, which can be imposed in the event of refusal of allotment of accommodation of entitled type or furnishing of false information, subletting/misuse of the premises under the Allotment Rules.
6. I accept and undertake that I shall vacate the quarter allotted to me on 2 months' notice as per decision of DG, NCA, Ghaziabad, if any.
7. I shall not sublet a residence allotted to me or any portion thereof or the servant quarter, out-houses, garages etc.
8. I hereby declare that the information given above is true and I have not concealed anything in this respect.

Place: _____

Date: _____

(Signature of applicant)

TO BE FILLED IN BY THE OFFICE OF THE APPLICANT

Office Name	
Name of applicant	
Designation	

Date of continuous employment of the applicant under Govt. Service/BSNL/MTNL.	Present Level of Pay (SUBSTANTIVE)	Whether applicant or spouse is already residing in government quarters

Certified that all the information mentioned by the applicant in his application and mentioned above by the undersigned are verified from the service record and found to be correct. The office takes the responsibility of deducting the license fee, etc. and remitting/ crediting the same along with HRA to govt. account as directed by NCA, Ghaziabad.

Signature with date and office seal

Date:



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ANNEXURE “B”

Allotment of Residential Accommodation at NCA, Ghaziabad

Dated:

Allotment ID:

Allotment Category (Initial/Change):

Name:

Designation:

Date of Joining in Govt service:

Date of retirement:

Pay Scale:

Basic pay:

Office Address:

Dear Sir / Madam,

With reference to your application dated, you are provisionally allotted the following Residential accommodation in the NCA, Ghaziabad campus:

<u>House Type</u>	<u>Quarter No.</u>	<u>Block</u>	<u>Garage (Yes/No)</u>	<u>Servant Quarter (Yes / No)</u>

The above allotment and subsequent occupation shall be governed by the Directorate of Estates Allotment of Government Residence (General Pool in Delhi) Rules, 2017 (as modified by Government of India from time to time), NCA (Ghaziabad Campus) Residential Accommodation Allotment Policy, 2024 and subject to the following Terms & Conditions for Allotments: -

1. In the event of transfer of allottee within/outside Ghaziabad/NCR, the allottee shall inform the O/o DG, NCA, Ghaziabad of the details of transfer within 15 days of being relieved.
2. Allottee need to obtain No Dues/ No Demand Certificates from NCA, Ghaziabad /Agencies concerned for submission to the NCA, Ghaziabad at the time of vacating the house including servant quarter/ garage.
3. Allottee may contact Estates Officer in O/o DG, NCA, Ghaziabad for any allotment related information/query etc.

Estates Officer, O/o DG, NCA,
Ghaziabad

Copy to:

DDO of Allottee – for recovery of HRA/License fee and remitting the license fee/utility charges to DOT Account and submission of certificate to Estate officer and DDO, NCA, Ghaziabad every month in the prescribed format.