



## Chapter No 28

### Allotment of Residences Rules

- 28.1 The permanent employees of the ICAR posted at Head Quarters in Delhi are entitled to allotment of residences under the administrative control of the Directorate of Estates. In addition, the ICAR employees posted at its Headquarters are also entitled to the Residential quarters in Delhi/New Delhi belonging to the ICAR.
- 28.1.1 The allotment of residences (General Pool accommodation) in Delhi under the administrative control of the Directorate of Estates are governed by the allotment of Govt. residences (General Pool in Delhi) Rules 1963. As regards the residential quarters in Delhi/New Delhi belonging to the ICAR they are governed by the ICAR (Allotment of residences) Rules 1981. A copy of these Rules is **Appendix-XXIX**.
- 28.1.2 Most of the institutes under the administrative control of ICAR in Delhi /New Delhi and outside Delhi/New Delhi are also having their residential complexes. With a view to have uniform Rules for allotment of residential accommodation at the various ICAR Institutes the Directors of all the ICAR Institutes were requested to frame allotment of residential rules for their institutes on the basis of the ICAR Head Quarters Allotment of residences Rules 1981 vide letter No. 1-4/88-Per.IV dated the 2nd January 1991. A copy of this letter is reproduced below:
- “The issue regarding framing of uniform allotment rules for residential accommodation from general pool of ICAR both at the ICAR Headquarters as well as at the research Institutes, on the basis of the demand raised by the Staff Side in the CJSC meeting, had been under consideration of the Council. The matter has been considered and it has now been decided that the ICAR Headquarters (Allotment of Residences) Rules, which are based on the pattern of Govt. of India and have further been amended with the approval of Governing Body, ICAR may be adopted as a base/model at the research institutes. A copy of the latest ICAR Headquarters” (Allotment of Residence) Rules is sent herewith.
2. Directors of the Institutes are requested to frame/revise this Allotment Rules on the model/basis of ICAR Headquarters’ Rules at the Institutes/Centers, taking into consideration other requirements/needs, if any.”
3. Receipt of this letter may please be acknowledged.

Sd/-  
(Kishori Lal )  
Director Personnel)



**28.1.4 Loss of Revenue of account of residential quarters remaining vacant and irregular payment of HRA to officers for allotment of quarters lying vacant.**

The following steps may be taken where quarters remaining vacant due to demand being less than the availability:-

1. Applications may be invited for allotment of quarters lying vacant latest by 15.2.2009
2. Allotment may be made as per the priority list drawn as per relevant instructions latest by 28.2.2009.
3. Employees who do not apply for allotment of a residential quarter or who fail to occupy the allotted quarter within 15 days may not be paid HRA while the quarter may be allotted to the next person in the priority list.
4. Payment of HRA for the month of March, 2009 may be made to only such employees who have applied for and have been denied Govt. accommodation.

**(ICAR No. 41(8)/2008-Per.IV dated 12/23.01.2009)**

**In continuation of above instructions, it is further clarified as follows:-**

- (i) Every entitled person should apply for residential accommodation at his/her place of posting.
- (ii) If accommodation is refused to him/her by the office, or till such time as the accommodation is allotted, the person concerned would be entitled to HRA
- (iii) Once the allotment is made, the person concerned is no longer entitled to HRA. If he/she refuses to accept the allotment, till such time as that accommodation is allotted and occupied by someone else, no HRA can be paid to him/her. In other words, the person who refuses official accommodation will not be entitled to HRA for the period during which that accommodation remains vacant and unoccupied.
- (iv) Once the accommodation is allotted to some other entitled person and occupied by him/her, then naturally the person, who had refused the accommodation initially, is entitled to apply for accommodation once again, and till such time as accommodation is again offered to him/her he/she can draw HRA in other words, in the above arrangement, every entitled employee of ICAR is either occupying government accommodation, or is in the waiting list, having a pending application for allotment to qualify for HRA.
- (v) The provision according to which those who do not accept an allotment are not eligible to apply for one year is dispensed with in such cases to avoid undue hardship to the concerned employees.

**(ICAR No. 41(8)/2008-Per.IV dated 07.05.2010)**

**28.1.5 Allotment of Residential Accommodation at the various units of the Council:**

The ICAR employees who has been allotted accommodation from ICAR/Institute pool of residence on transfer from Headquarter/Institute to Institutes/Headquarter or between two ICAR Institutes is required to apply for allotment of accommodation at the new place



of posting within one month of his/her transfer. If an employee does not apply within one month, he/she would be charged damage rent, It will continue to be recovered until for allotment of accommodation, till he/she puts in an application at the new place of his/her posting. He/she may, however, retain the accommodation provided by his previous office till he/she is allotted accommodation by his/her new office.

**(ICAR No. 12(1)/07-Per.IV dated 27.02.2007)**

In partial modifications of the provisions contained in the Council's circular of even number dated 27.2.2007, it has been decided to regulate allotment of quarters in case of transfer and selection etc as follows:-

1. Any employee on transfer from ICAR headquarters/any ICAR Institute or from one Institute to another Institute will be required to apply afresh for accommodation at his/her new place of posting within one month of his/her transfer/charge assumption in case of selection etc.
2. Such employees shall be allowed to retain the residential quarters in their earlier place of posting for a maximum spell of four months from the date of relief irrespective of the fact whether he/she has been allotted residential accommodation or not in the new place of posting. In such cases, the normal licence fee shall be charged for the first two months of retention and subsequently, double the licence fee shall be charged for the third and fourth month of retention.
3. If no residential accommodation is provided in the new place of posting even after four months from the date of relief from the earlier place of posting, the employee shall be entitled for the admissible HRA as per rules at the new place of posting.
4. In any case retention of residential accommodation in the earlier place of posting shall not be permitted beyond four months and if, not vacated by then, damage rent shall be realized from the fifth month of the date of relief.

All other provisions of Rule 13 of the Allotment of Residences Rules shall remain the same.

**(ICAR No. 12(1)/07-Per.IV dated 27.08.2012)**