

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
CENTRAL SHEEP & WOOL RESEARCH INSTITUTE
AVIKANAGAR (VIA:JAIPUR) RAJASTHAN-304501

RULES FOR THE ALLOTMENT OF RESIDENTIAL QUARTERS AT THE
CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE, AVIKANAGAR
RULE 1992

Rule-1: Short title, application and commencement:

1. 'CSWRI' means the Central Sheep & Wool Research Institute Avikanagar.
2. These rules may be called 'Central Sheep & Wool Research Institute Allotment of Residences Rules 1992.'
3. They shall be applicable to the residential quarters in CSWRI, Avikanagar.
4. They shall come into force on the date of their circulations.

Rule-2: Definations in these rules, unless the contexts otherwise requires.

1. 'Allotment' means the grant of a licence to occupy a residence in accordance with the provisions of these rules.
2. 'Allotment Year' means the calender year beginning on 1st January or such other period as may be notified by the Director.
3. 'Director' means the Director of CSWRI and includes any other officer authorised by him to act on his behalf.
4. 'Eligible Officer' means the officials of CSWRI who are eligible for accommodation under these rules and those of the organisations to be treated at par with CSWRI.
5. 'Emoluments' means emoluments as defined in fundamental rules.
6. 'Family' means wife or hus band as the case may be, and children step children, legally adopted children, parents, brothers or sisters who are ordinarily reside with and are dependent on the officer.
7. 'Licence Fee' means the sum of money monthly payable in accordance with the provisions of the fundamental rules in respect of the residence alloted under these rules.
- ✓ 8. 'Priority Date' of an officer in relation to a type of residence to which he/she is eligible under the provisions of Rule 5 of these rules, means the earliest date from which he/she has been continuously drawing emoluments relevant to a particular type or a higher type in a post under the Central/State Government/University/Scientific Organisations/Autonomous Organisations or on Foreign service, except for the period on leave in respect of type-V and above accommodation and the date from which he

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has been continuously in service under the Central Govt. or State Govt./University/Scientific Organisation including the period of deputation, Foreign Service Training; Study leave etc. in respect of Type-I to Type-IV accommodation.

Provided that where the priority date of two or more officers in the same seniority among them shall be determined by the emoluments. the officers in receipt of higher emoluments, taking precedence over the officers in the receipt of lower emolument; where emoluments are equal, by the length of service and where both emoluments and length of service are equal, on the basis of scale of pay of the officer, the officer working in the post having higher scale of pay taking precedence over the officer in receipt of scale of pay.

9. 'Residence' means any residence for the time being under the control of CSWRI.
10. 'Subletting' includes sharing of accommodations by an allottee with another person with or without payment of licence fee by such other person.
'Explanation' sharing of any accommodation by an allottee with close relations, first of kin shall not be deemed to be subletting.
11. 'Transfer' means a transfer from CSWRI on deputation to a post in an ineligible office or organisation.
12. 'Temporary Transfer' means a transfer which involves an absence for a period of not exceeding four months.
13. 'Type' in relation to an officer means the type of residence to which he shall be eligible under Rule-5.

Rule-3: Officers owning houses at or near stations of their posting shall be eligible for allotment of residence under these rules in order of their priority. The matter relating to the recovery of licence fee from house owning officer shall be determined in accordance with the orders issued by ICAR in this behalf.

Rule-4: Allotment to husband and wife, eligibility in cases of officers who are married to each other:

1. Where both husband and wife are employed in the Institute, the title of each of two officers allotment of a residence under these rules shall be considered independently.
2. No officer shall be allotted a residence under these rules if the wife or husband, as the case may be, of the officer has already been allotted a residence, unless such residence is surrendered.
3. Where two officers in accommodation of separate residences allotted under these rules, marry each other, they shall within one month of marriage surrender one of the residences.
4. If a residence is not surrendered, as required by the sub-rule(2), the allotment of the residence of the lower type shall be deemed to have been cancelled on expiry such period when and if the residences are of the same type, the allotment such one of them as the Director may decide, shall be deemed to have been cancelled on the expiry of such period.

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Rule-5: Classification of residences:

Save as otherwise provided in these rules, an officer shall be eligible for allotment of a residence of the type shown in the table below:-

| Type of residence | Category of officers on his monthly emoluments as on the 1st day of allotment year in which the allotment is made |
|-------------------|---|
| I | Rs.750 - 949 ²⁵⁵⁰⁻³⁰⁴⁹ |
| II | Rs.950 - 1499 ³⁰⁵⁰⁻⁵⁴⁹⁹ |
| III | Rs.1500 - 2799 ⁵⁵⁰⁰⁻⁸⁴⁹⁹ |
| IV | Rs.2800 - 4499 ^{8500-15,099} |
| V | Rs.4500 - and above ^{15,100 and above} |
| VI | Director/Officiating Director |

Rule-6: Application for allotment:

1. Applications for allotment of residential accommodation shall be invited every year for preparation of annual seniority list.

2. Every officer/official who desires to have an allotment made under these rules shall in addition to his first application in this behalf submit yearly application to the Estate Officer.

3. A Committee comprising of Estate Officer, Senior Adm. Officer and AAO Adm-I will scrutinize the applications for preparation of the annual seniority list.

4. An officer joining duty in CSWRI on first appointment or on transfer may submit his application to the Estate Officer within a month or before his joining duty on transfer. His application will be considered for allotment and fixing his seniority in the annual seniority list of that year as per his eligibility under these rules.

Rule-7: Allotment of residence and offers:

1. Save as otherwise provided in these rules, a residence falling vacant shall be allotted by an officer authorised by director on his behalf to an applicant having the earliest priority date for the type of residence subject to the following conditions:-

- ✓ a) that the Director shall not allot residence of a type higher than that to what the applicant is eligible.
- ✓ b) that the Director shall not compel any applicant to accept a residence of a lower type than that to what he is eligible.
- ✓ c) that the Director on request from an applicant for allotment of a lower category residence, might allot to him a residence next below the type for which the applicant is eligible on the basis of priority date for the same.

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2. The Director may cancel the existing allotment to an officer and allot to him an alternate residence of the same type or in emergent circumstances, an alternate residence of the type next below the type of residence in occupation of the officer if the residence in occupation of the officer is required to be vacated on certain grounds.

3. A vacant residence may, in addition to allotment to an officer, be offered simultaneously to other eligible officer in order of their priority date.

✓4. An applicant having the earliest priority date may not be considered if he has given preference for a particular residence which is not available for allotment immediately.

✓5. In emergent cases the applications FOR OUT OF TURN allotment from the Annual Seniority List submitted may be considered by the Director on the recommendation of the committee comprising of Senior Administrative Officer, Estate Officer and Assistant Administrative Officer (Adm-I).

Rule-8: Allotment of accommodation to those belonging to SC/ST communities:

10% of the vacancies in Type I and Type II, 5% vacancies in type III and Type IV shall be allotted to those belonging to SC/ST candidates in the ratio of 2:1 to SC/ST employees respectively.

Rule-9: Reservation of quarters (Annexure-I enclosed):

1. The CSWRI may reserve accommodation for such persons as required to attend official duties at odd hours or to the officers appointed to managerial positions on tenural basis. The permissible period for re-tention of a residence of a reserve quarters on demitting the office for which a residences year marked, shall be two months on expiry of which the officer shall vacate the residence.

2. Officer who shall be entitled to a particular reserved house in accordance with these rules, may be given first priority for allotment of a residence in the category to which they are entitled and may be allowed to occupy the houses year marked for them as end when such houses for vacant.

✓3. The occupants of reserved houses shall be required to vacate residences on transfer, promotion or reversion or appointment to the post with which no houses are attached. Alternative accommodation, the category to which the incumbent becomes entitled on transfer, appointment, promotion or reversion, may be allotted to him if available, otherwise allotment may be made to him in the next lower category giving him overriding priority in both the categories. he has been in authorised occupation of reserved house for not less than two years.

Rule-10: Non-acceptance of allotment or offer or failure to occupy the allotted residence after acceptance:

1. If an officer fails to accept the allotment of residence within five days or fails to take possession of that residence after acceptance within eight days from the date of issue of the letter of allotment or otherwise permitted by the Director he shall not be eligible for another allotment for a period of ~~one~~ year from the date of allotment letter.

2. If an officer occupying a lower type of residence is allotted or offered a residence of the type for which he is eligible or for which he has applied, he may, on refusal of the said allotment be permitted to continue in the previously allotted residence on the following conditions:

a) that such an officer shall not be eligible for another allotment for the remaining period of allotment year in which he has declined the allotment or offer for the higher class of accommodation;

b) that while retaining the existing residence he shall be charged the same licence fee which he would have had to pay under PR 45-A in respect of the residence so allotted or offered or the licence fee payable in respect of the residence already in his occupation, whichever is higher. If an officer occupying a lower type of residence has given his option in his application to retain the said residence, the provision contained in this clause shall not apply to him during the period, for which such option has been given.

Rule-11: Period for which allotment subsists and the concession for further retention:

- 1. An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until
 - a) The expiry of the concessional period permissible under sub-clause (b) after the officer ceases to be on duty in the Institute at Avikanagar, or
 - b) It is cancelled by the Estate Officer with the permission of the Director or is deemed to have been cancelled under any provision in these rules, or
 - c) it is surrendered by the officer, or
 - d) the officer ceases to occupy the residence

2. A residence allotted to an officer may, subject to be retained on the happening of any of the event specified in Column(1) of the Table below for the period specified in corresponding entry in column (2) thereof, provided that the residence is required for the bonafide use of the officer or members of his family.

| Events | Permissible period for retention of the residence |
|--------|---|
|--------|---|

| | |
|--|-----------|
| ✓ 1. Resignation, dismissal or removal from service, termination of service or unauthorised absence without permission | One month |
|--|-----------|

| Events | Permissible period for retention of the residence |
|---|--|
| 2. Retirement or terminal leave | |
| 3. Death of the allottee | |
| 4. Transfer to a place out side Avikanagar | |
| 5. Transfer to an ineligible office. | Till the end of the academic session for education of children |
| 6. On proceeding on foreign service in India | |
| 7. Temporary transfer in India or transfer to a place outside India. | |
| 8. Leave preparatory to retirement or refused leave, maternity leave or study leave. | |
| <p>Note:- The committee recommended retention of quarter by the employee till the end of accademic session of education of their children for the Sl.No.2 to 8.</p> | |
| 9. Study leave or deputation outside India. | For entire period of study leave if the same has been duly approved in public interest by the CSWRI. |
| 10. Study leave in India. | -do- |
| 11. Leave on medical grounds | For full period of leave |
| 12. On proceeding on training | For full period of training provided it is sponsored by the Institute. |

Explanation I: Where an officer on transfer on foreign in India is sanctioned leave and avails of it before joining duty at the new office, he may be permitted to retain the residence for the period mentioned against item (iv), (v) and (vii) or for period of leave, which ever is more.

Explanation II: Where an order of transfer of foreign service in India is issued to an officer while he is already on leave, the period permissible under explanation (1), shall count from the date of issue of such order.

3. Where a residence is retained under sub-rule (2) the allotment shall be deemed to be cancelled on the expiry of the admissible concessional periods unless immediately on the expiry thereof the officer resumes duty in the Institute.

4. Where an officer is on medical leave without pay and allowance he may retain his residence by virtue of the concession available under 11 of the table below sub-rule (2) provided he/she remit the licence fee for such residence in cash every month and where he fails to remit such licence fee for more than two months; the allotment shall stand cancelled.

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5. An officer who has retained the residence by virtue of the concession under item (i) or item (ii) of the Table below sub-rule (2) shall, on re-employment in the CSWRI within the period specified in the said Table, be entitled to retain that residence and he shall also be eligible for any further allotment of residence under these rules, provided that if the emoluments of the officer on such re-employment do not entitle him to the type of residence by him, he shall be allotted a lower type of residence.

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6. Notwithstanding anything contained in sub-rule (2) or sub-rule (5), when an officer is removed or his services have been terminated and the Director is satisfied, for reasons to be recorded in writing, that it is necessary or expedient in the Institute's interest to do so, he may cancel the allotment of the residence made to such officer either forthwith or with effect from such date prior to the expiry of the period of one month referred to in item (i) or the table below sub-rule (2), as he may specify.

Rule-12: Provisions relating to licence fee :

a) Where an allotment of accommodation or alternative accommodation has been accepted the liability for licence fee shall commence from the date of occupation or from the eight day of the date of issue of the allotment letter whichever is earlier unless otherwise permitted by the Director. An officer who, after acceptance fails to take possession of that accommodation within eight days from the date of issue of the allotment letter, shall be charged licence fee from such date upto a period of twelve days, after which the allotment will automatically stand cancelled.

b) Where an officer, who is in occupation of a residence, is allotted another, residence and he occupies the new residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of the new residence. He may, however, retain the former residence without payment of licence fee for that day and the subsequent day for shifting.

Rule-13: Personal liability of the officer for payment of licence fee till the residence is vacated and furnishing of surety by temporary officer:

a) The officer to who a residence has been allotted shall be personally liable for the licence fee thereof and for any damage beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings, or services provided therein during the period for which the residence has been and remains allotted to him or where the allotment has been cancelled under any of the provisions in these rules, until the residence alongwith the out-houses appurtenants thereto, if any, have been vacated and full vacant possession thereof restored to the Estate Officer.

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Rule-14: Surrender of an allotment and period of notice:

- a) An officer may, at any time, surrender an allotment by giving intimation so as to reach the Estate Officer, at least six days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the seventh day after the day on which the same is received by the Estate Officer, or the date specified in the letter, whichever is later. If he fails to give due notice, he shall be responsible for payment of licence fee for 6 days or the number of days by which the notice given by him falls short of 6 days provided that the Director may accept a notice for short period.
- b) An officer who surrenders the residence under sub-rule (a) shall not be considered again for allotment of accommodation at the CSWRI for a period of one year from the date of such surrender.

Rule-15: Change of residence:

- i) An officer to whom a residence has been allotted under these rules may apply for a change to another residence of the same type or a residence of the type to which he is eligible whichever is lower, provided that no more than one change shall be allowed to any such officer in respect of one type of residence allotted to the officer, during the tenure of one allotment.

*amendment vide
regular No. 4(16)ES/93
+ 4.5.2001 in Rule No.*

*L last date of
closure of every
under*

*and
implemented
on 1st April
each year.*

- ii) Applications for change made in the form prescribed by the Estate Officer received upto the 10th calendar day of the month, shall be included in the General priority list which is to be updated every month by the close of the month.
- iii) If an officer fails to accept a change of residence offered to him within five days of the issue of such offer or allotment he shall not be considered again for a change of residence of that type.
- iv) An officer who, after accepting a change of residence, fails to take possession of the same, shall be charged licence fee for such residence in accordance with the provisions of sub-rule (1) in addition to the normal licence fee under FR 45(A) for the residence already in his possession, the allotment of which shall continue to subsist.

Rule-16: Change of residence in the event of death of a member of the family:

Notwithstanding anything contained in Rule 15 an officer may be allowed a change of residence on the death of any member of his family if he applies for a change within three months of such occurrences, provided that the change may be given in the same category of residence and on the same floor as the residence already allotted to the officer.

Rule-17: Mutual exchange of residences:

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Officers to whom residences of the same type have been allotted under these rules may apply for permission for mutual exchange of their residences. Permission of mutual exchange may be granted if both the officers have their mutually exchanged residences for at least 6 months from the date of approval of such exchange.

Rule-18: Maintenance of residences:

The officer to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the Estate Officer. Such officers shall not grow any tree, shrubs or plants contrary to the instructions issued by the Estate Officer not cut or lop off any existing tree, shrubs in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the Estate Officer. Trees, plantation or vegetation grown and rearing of poultry or any domestic animals contravention of these rules may be caused to be removed at the risk and cost of the officer concerned.

Rule-19: Subletting and sharing of residences;

Recdtd vide circular No. 4(16) P.S dt 16.3.2008

- 1) No officer shall share the residence allotted to him or any of the outhouses and garages appurtenant thereto except with the employees of the CSWRI eligible for allotment of residences under these rules, and with the prior permission of the Director. The servant quarter, out houses and garages may be used only for the bonafide purposes including residence of the servants of the allottee or for such purposes as may be permitted by the Director.
- (ii) No officer shall sublet the whole of his residence provided that an officer proceeding on leave, may accommodate in the residence any other officer eligible to share accommodation, as a caretaker, for the period specified in Rule-9-(ii) but not exceeding six months, and with the prior permission of the Director.
- (i) Any officer who share or sublets his residence as provided under (Sub-Rule (i) & (ii) of this rule) or otherwise without the prior permission of the Director, shall do so at his own risk and responsibility and shall remain personally responsible for any licence fee payable in respect of the residence and for any damage caused to the residence or its precincts or services provided therein by the CSWRI beyond fair wear and tear. He shall also be liable for disciplinary proceedings for imposition of a suitable penalty or grounds of unbecoming conduct involving violation of Rules 3(i) (iii) of the CCS (conduct) Rules 1964 or any other similar rule governing him.

Rule-20: Consequences of breach of rules and conditions:

- i) If an officer whom a residence has been allotted unauthorisedly sublets the residence or charges rent from the sharer at a rate which the Director considers excessive or erects any

unauthorised structure in any part of the residence or uses the same or any portion thereof for any purpose other than that for which it is meant or tempers with the electric and water connection or commits any other breach of these rules or of the terms and conditions of allotment or premises to be used for any other purpose which the Director considers to be improper or conduct himself in a manner which in his opinion or prejudicial to the maintenance of harmonious relation with his neighbours or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director may without prejudice to any other disciplinary action, that may be taken against him cancel the allotment of residence.

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

- ii) If any officer sublets a residence allotted to him or any portion thereof or any of the out-houses, garages appurtenant thereto, in contravention of the rules, he may, without prejudice to any other action that may be taken against him, be charged enhanced licence fee not exceeding four times the standard licence fee under F.R. 45 (a), and damages to be recovered in each case. In addition, the officer may be debarred from sharing the residence for a specified period in future as may be decided by the Director.
- iii) Where action to cancel the allotment is taken on account of unauthorised subletting of the premises by the allottee a period of 15 days shall be allowed to the allottee and any other person residing with him therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of 15 days from the date of orders for the cancellation of the allotment whichever is earlier.
- iv) Where allotment of a residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with neighbours, the officer at the discretion of the Director be allotted another residence in the same class at any other place.
- v) The Director shall be competent to take or any of the actions under sub-rule (i) to (iv) and also declare the officer, who commits a breach of these rules and instructions issued to him, to be ineligible for allotment of residential accommodation for a period not exceeding FIVE YEARS.

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Rule-21: Overstay in residence after cancellation of allotment:

When after an allotment has been cancelled or is deemed to be cancelled under any provision contained in these rules, the residence remains or has remained in occupation of the officer to whom it was allotted or of any person claiming through him, such officer shall be liable to pay damage for use and occupation of the residence, service furniture and garden charges, equal to the LICENCE FEE AT DAMAGE RATE AS MAY BE determined by the CSWRI from time to time.

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Provided that an officer, in special cases, i.e. educational / medical grounds, may be allowed by the Director to retain a residence on payment of twice the standard licence fee under FR-45(A), or twice the FLAT RATE/STANDARD OF LICENCE FEE whichever is higher but not exceeding 30% of the emoluments last drawn by the officer, for a period not exceeding 4 months and 6 months beyond the period permitted under Rule 11(ii) (ii & iii) and other events under Rule 11(ii) respectively.

Where the allotment has been cancelled and officer to whom the residence was allotted fails to vacate the premises ~~after~~ allowing the retention permissible under these rules, the possession of premises and outstanding dues to be recovered from him/her including the cost of litigation.

Prior to the enforcement of these rules:

A vacated allotment of residence which is subsisting immediately before the commencement of these rules, under the rules then in force, shall be deemed to be an allotment duly made under these rules notwithstanding that the officer to whom it has been made is not entitled to a residence of that type under S.R. 317, B-5, and all the preceding provisions of these rules shall apply in relation to that allotment and to that officer.

Rule-22: Interpretation of Rules:

If any question arises as to the interpretation of these rules, the decision of the Director, shall be final.

Rule-23: Relaxation of rules:

The Director may, for reasons to be recorded in writing, relax all or any of the provisions of these rules in the case of any officer or residence or class of officers or type of the residence.

Rule 24: Delegation of power of functions:

The Director may delegate in writing, any or all the powers conferred upon him by these rules to any officer under his control, subject to such conditions as he may deem fit to impose.

Rule-25: Adhoc allotment to the dependant employees of the CSWRI

Ad hoc allotment may be made to dependants of the CSWRI employees in the following cases :

1. The CSWRI's servant who is an allottee of CSWRI accommodation retires from service, his/her son, unmarried daughter or wife or husband, as the case may be and his dependant is working in the CSWRI, may be allotted accommodation from the CSWRI on ad-hoc basis, if the dependant has been continuously residing with the retiring CSWRI servant for at least three years immediately preceding the date of his/her retirement or from the date on which he was so appointed in the CSWRI.

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Explanation: The eligible dependant will be allotted accommodation one type below his/her entitlement provided that in no case, except otherwise specified, allotment will be made to a higher type of quarter than in occupation of the retiring/deceased CSWRI employees. Provided further that where the eligible CSWRI employee is entitled to type II or any higher type of accommodation, he/she will be allotted accommodation in Type II on ad-hoc basis even if the retiring / deceased CSWRI employee was occupying Type I accommodation.

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ANNEXURE - I

RESERVATION OF QUARTER FOR ESSENTIAL CATEGORY EMPLOYEES *

| | | |
|-----|---|----------------------|
| 1. | Director | |
| 2. | Head of Divisions | |
| | a) H.D. (AG&B) | |
| | b) H.D. (Sheep Health) | |
| | d) H.D. (appointed on tenure basis through ASRB) | - 5 Nos |
| 3. | Sr. Veterinary Officer | - 1 Nos |
| 4. | Incharge Hostel | - 1 No. |
| 5. | Sr. Adm. Officer | - 1 No. |
| 6. | Medical Officer | - 1 No. |
| 7. | Estate Officer | - 4 Nos |
| 8. | Farm Manager/Veterinary Officer | - 1 No. |
| 9. | Farm Manager (Agril.) | - 1 No. |
| 10. | F.A.O. | - 1 No. |
| 11. | D.D.O. | - 1 No. |
| 12. | PA to Director | - 1 No. |
| 13. | Security Officer & Security Supervisor | - 1 No. |
| 14. | Incharge Workshop/Vehicle | - 1 No. |
| 15. | Junior Engineer (Electrical) | - 4 Nos |
| 16. | Stock Assistants | - 2 Nos |
| 17. | Field Assistants | - 1 No. |
| 18. | Nurse | - 1 No. |
| 19. | Stenographer (attached to SAO) | - 1 No. |
| 20. | Cashier | - 1 No. |
| 21. | Workshop Mechanic | - 5 Nos |
| 22. | Drivers (one staff car driver, two Jeep Drivers, Two Tractor Drivers) | - 1 No. |
| 23. | Medical Attendant (A.M.) | - 2 Nos |
| 24. | Pump operators | - 1 No. |
| 25. | Line man | - 1 No. |
| 26. | Sweeper | - 1 No. <i>delet</i> |
| 27. | Hostel attendant | |

* Reservation means priority for the allotment of the quarter for the person who occupies the post mentioned in this list. It is hereby clarified that the reservation/priority will be for the category of the residence, the occupant of the post is entitled to, and not as per the list of reserved type of quarters.

NOTE: Station Incharges of CIRG, IGFRI & Central School (Principal) posted at CSWRI, Avikanagar will be allotted quarters on the priority basis. Incharges at sub-stations of CSWRI out side Avikanagar may make minor modification in the above rules as per requirement of their respective stations with the approval of the Director.