

STANDING ORDER
ON
HOUSE ALLOTMENT OF POLICE POOL HOUSES,
CHANDIGARH POLICE.

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STANDING ORDER

Standing Order No. 09/UT/P-5(Qtrs)

Dated – 01 July 2016

1. INTRODUCTION

This Standing Order on quarter allotment is in supersession of Standing Order No. 59/UT/E-5 dated 09.12.2013 and amendments/orders issued thereafter from time to time.

- This Standing Order deals with guidelines on issues pertaining to allotment, occupation, retention, maintenance, cancellation, eviction and regularization of accommodation in Chandigarh Police.
- This Standing Order shall come into force with immediate effect.
- This Standing Order shall apply to all existing residential accommodation owned, requisitioned, hired, acquired or placed at the disposal of the Police Department by the Directorate/Chandigarh Administration or any other authority etc. or taken on lease for residential purposes by the competent authority and such accommodation as may be placed at the disposal of the department from time to time and constructed by department in future.
- A new website of Quarter Allotment Cell will be made by for making applications for allotment/change of all types of accommodation for police personnel. This website www.chdpolice.nic.in will provide the following information: -
 - * Allotment Rules.
 - * Total Number of quarters (Type-wise, Sector-wise).
 - * Quarters (type-wise) available for allotment.
 - * Quarters (type-wise) allotted during the month.
 - * Latest amendment/change in the allotment rules and any other circular regarding availability of newly constructed quarters etc. formats of forms for fresh allotment/change.

2. DEFINITIONS

In this Standing Order, unless the context otherwise requires: -

- (a) '**Adjoining Urban Estate**' – means any area declared by the State of Punjab or Haryana to be an Urban Estates under Sub Section (1) of Section 3 of the Punjab Urban Estates (Development and Regulation) Act, 1964 (Punjab Act No. 22 of 1964) and situated within ten (10) kilometers from the boundaries of the Chandigarh viz. Mohali or Panchkula.
- (b) '**Inspector General of Police**'- means the Inspector General of Police, Union Territory, Chandigarh.
- (c) '**Allotment**' means the grant of licence to an employee of the Police Department, Union Territory, Chandigarh to occupy a house or a portion thereof owned, leased or requisitioned by the Police department, for use by him/her for residential purpose.
- (d) '**Allotment year**' means the period as may be notified by the Inspector General of Police, Chandigarh.
- (e) '**Chandigarh**' means the areas within the limits of the Union Territory of Chandigarh.
- (f) '**Eligible employees**' means an employee of the Chandigarh Police.
- (g) '**Licence fee**' means the sum of money payable monthly in respect of a residence allotted under these rules.

Explanation – The amount of licence fee for each type of houses under the disposal of Chandigarh Police will be the same as decided by the Chandigarh Administration from time to time in case of Government residences (Chandigarh Administration General Pool).

- (h) '**Priority Date**' of an employee in relation to a type of residence to which he is eligible under the provisions of these rules means the date from which he is holding the post under the Police Department, Chandigarh Administration :-

Provided the inter-se-seniority of the officers shall be determined on the basis of the date on their becoming eligible for a particular type of house.

Fresh seniority in respect of ORs will be determined by order of merit in the selection process, in case no such merit list is maintained, the date of joining shall be the criteria. In case of tie, the seniority shall be decided by date of birth, then older OR being preferred and in case date of birth is also the same, then date of application shall be the criteria.

Provided further that the priority date in respect of an employee shall be maintained at a time for one particular type of residence only.

- (i) '**Residence**' means any residence under the Administrative Control of the Inspector General of Police, Union Territory of Chandigarh.
- (j) '**Subletting**' means letting out and includes sharing of the whole or any part of the residence by an allottee with another person, with or without payment of rent by such person.

Explanation – Any sharing of accommodation by an allottee with the members of his family (dependents only) shall not be deemed to be subletting so long as the government employee is not disqualified from retaining the residence allotted to him.

- (k) '**Casual Guest**' means a person whose stay with the allottee is not likely to exceed 15 days, provided that this time limit shall not apply to students/patients from blood relations, visiting and staying with the Govt. servant for purposes of studies/treatment for whose prolonged stay indicating approximate period, the allottee concerned, shall be duty bound to inform the Allotment Officer(IGP,Chandigarh) concerned alongwith relevant documentary proof of the valid reason of stay as well as his/her relation with the applicant. Moreover, the approval of the same is required before allowing the students/patients to stay with allottee.
- (l) '**Temporary transfer**' means transfer of any police employee of Union Territory of Chandigarh which involves an absence from Chandigarh for a period not exceeding six months.
- (m) '**Type**' in relation to an employee means the type of residence for which he is eligible under rule.
- (n) '**Family**' means wife or husband as the case may be including parents, parents of spouse, children, brothers, sisters residing with and wholly dependent on the Government servants.

3. CLASSIFICATION OF RESIDENCES FOR ALLOTMENT.

- (I) Save as otherwise provided in these rules, a government employee shall be eligible on the basis of the posts / designation, for allotment of a residence of the type shown against such categories of employees in the table below. Entitlement for the different types of houses shall be determined by the Inspector General of Police, Chandigarh from time to time as per availability of such type of houses:-

Sr. No.	Rank	Type of House entitled to
1.	* SP/ASP (IPS) (1 st preference). * DSP/Ad.O/ A.C. (F&A), S.O.(Accounts) (2 nd preference). * Supdt Grade II, Inspector (3 rd preference)	Type – V (New) Type – 9 (Old)
2.	* DSP/Ad.O/ A.C. (F&A), S.O.(Accounts) (1 st preference) . * Supdt Grade II, Inspector(2 nd preference) * SIs/ Sr. Asstt./Senior Scale stenographer ASIs(3 rd preference)	Type – 10 (Old) Type – IV (New)
3.	* Supdt Grade II, Inspector(1 st preference) * SIs/ Sr. Asstt./Senior Scale stenographer ASIs(2 nd preference). * Jr.Asstt./Head Constable with five years of service. (3 rd Preference)	Type -11 (Old) Type – III (New)
4.	* Jr. Asstt /Head Constables (1 st preference) * Clerks/Steno/Constables with 20 years of service (2 nd preference)	Type-12 (Old) Type-II (New)
5.	* Clerks/Steno/Constables and Class – IV employees	Type – 13 (Old) Type – I (New)

An application for allotment shall be entertained from an employee only for the house of, the type to which he/she is eligible, under sub – rule (1).

Provided that if the house of the type to which he/she is eligible for allotment is not available, he/she shall be entitled to apply for a house one type below which he/she is eligible.

Provided further that if the employee is allotted a house of one type below to which, he/she is eligible, he/she shall vacate the same on the allotment of the house of the type to which he is eligible.

4. **CHANDIGARH ADMINISTRATION POLICE POOL RESIDENCES**

All residential buildings of different types which have been placed by the Chandigarh Administration at the disposal of Inspector General of Police shall form part of the Chandigarh Administration Police pool. These residences shall be allotted to eligible Government employee of the Police Department by the Inspector General of Police, Chandigarh.

5. **EMPLOYEE OWNING HOUSES TO BE ELIGIBLE FOR ALLOTMENT UNDER THESE RULES:-**

No employee shall be eligible for allotment of Government residence under these rules if he/she or his/her spouse or any dependent children owns a house at Chandigarh or in the adjoining urban areas estates of Panchkula or Mohali, unless he/she is willing to pay double the normal licence fee (i.e. usual normal licence fee in respect of police personnel entitled to rent free accommodation) or any further instructions issued by the Chandigarh Administration from time to time.

6. **SENIORITY**

(i) All the applications of eligible employees shall be processed by the office of the DSP/Hqrs and tentative seniority lists of applicants shall be prepared every month. Copies of tentative seniority list will be made available for all the applicants for their checking/satisfaction at Public Window, DSP/Hqrs (E-5 Branch). Claims and objections if any, shall be considered and decided within 10 days by SSP/Hqrs/DIGP with the approval of IGP, Chandigarh.

(ii) Final seniority list shall be prepared after examining the objections and after due approval of the Inspector General of Police.

(iii) The seniority lists shall be reviewed and revised every month. The new seniority lists shall be merged in the old seniority lists and as such seniority lists afresh would be prepared.

(iv). The seniority date of Constables, Head Constables, including deputationists will be the date of joining in U.T. Police Chandigarh. In the

case of U.T. NGOs viz. SIs and ASIs, the seniority shall be reckoned from the date of their appointment / promotion as such. The seniority of deputationists (SI/ASI) will be the date of their joining in Chandigarh Police. The seniority date of Inspectors and DSPs shall be the date of their promotion. The seniority of those adhoc promotes who have been promotee, out of turn, will be as per their seniority in the lower/substantive ranks. The seniority date of Ministerial and Class-IV staff shall be reckoned from the date of their joining that particular rank/promotion. An Officer/official already in occupation of lower type of house can apply as a fresh applicant for higher type of house in case he/she becomes eligible to the same as per his seniority only. The seniority in a particular rank in respect of Ex-Servicemen in Chandigarh Police will be finalized by taking into account their previous service in armed forces in their respective rank only. Police personnel who joined & merged in Chandigarh Police after rendering service in other Govt. Deptt./Para Military forces will also get benefit of previous service to determine the seniority for allotment of police pool house, if he/she joined/merged in Chandigarh Police through proper channel. In case ex-serviceman constable has longer period of service, his service will only be counted for seniority amongst constables but will not count for parity with Head Constable, a Head Constable being a higher rank.

7. ALLOTMENT TO HUSBAND AND WIFE, ELIGIBILITY IN CASE OF OFFICERS WHO ARE MARRIED TO EACH OTHER

(i) No. Government servant shall be allotted a residence under this Standing Order if the wife or the husband ,as the case may be, of the Government servant concerned is already in occupation of a Government quarter by any government department/agency, unless such residence is surrendered.

Provided that this sub-clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by a Court.

(ii) Where two Govt. servants in occupation of separate residences allotted under this Standing Orders are subsequently marry each other, they shall within a month of the marriage surrender one of the residences.

(iii) If residence is not surrendered as required under sub rule ii) above, the allotment of the residence of the lower type shall be deemed to have been automatically cancelled on the expiry of such period and if

the residences are of the same type, the allotment of one of them, as the Allotment Officer may decide, shall be deemed to have been cancelled on expiry of such period and appropriate departmental action shall be initiated for failing to surrender the house within the stipulated time.

(iv) Where both husband and wife are employed in the eligible office, the title of each of them to allotment of a residence under these rules shall be considered independently.

8. PROCEDURE FOR INVITING APPLICATIONS FOR ALLOTMENT

i] Every Govt. servant working in Chandigarh Police, subject to the provisions under this Standing Orders, can make an application for allotment of residential accommodation from “police Pool” on the prescribed application form and submit the same at the single window available in PHQ (Public Window) and also the same can be forwarded through proper channel i.e. duly signed by concerned DSPs and SSPs only.

[ii] Every Govt. servant working in Chandigarh Police, who desires to have an allotment made under this Standing Order can apply once for a quarter and the same shall hold good till the quarter is allotted. If at some stage, an individual wants to make some changes in the preference of allotment or he/she moves into higher grade or when new colony or new flats are built and he/she wants to include the same in his/her preference, then he/she shall make a fresh application for the same.

[iii] Applications for initial allotment changes received till 21st of each month should be considered for allotment of quarters. Allotment should be done at the end of each month.

Note[i]: Allotment orders should be displayed on the notice board of PHQ as well as on the website of Quarter allotment cell of PHQ by 07th working day of every month.

Note [ii]: The floor option should not be given for initial allotment of quarters.

[iv] There should be a single window in PHQ (Public Window) where applications can be submitted. Besides that it can also be submitted online through Chandigarh Police Official Website(housing). Thereafter

the particulars given in the applications should be forwarded to the concerned PS/PP/Unit and the same shall be verified by concerned DSPs and SSPs within 04 working days and the applications so received should be sent to Quarter Allotment Cell, PHQ (E-5 Branch).

9. **ALLOTMENT AND CHANGE OF RESIDENCE**

The fresh allotment of govt. quarters and request for change of quarters shall be made strictly on the basis of following principles:

(i) Allotment of residence shall be made solely on the basis of seniority in a particular rank.

(ii) A list of vacant quarters of a particular type available in various colonies of Chandigarh Police shall be compiled on a monthly basis.

(iii) The serial number of the quarters to be allotted shall be in the order of starting with available/vacant ground floor quarters in a particular category followed by first, second and third floor and so on in the similar fashion.

(iv) The allotment shall thereafter be made strictly according to the seniority with the priority being given to pending change requests with certain conditions which are enumerated below:-

(a) Provided the request for change is from an officer who is senior to the first officer i.e. S.No. 1 of the fresh allotment list available in that particular month of allotment.

(b) The change request of the officer will be accepted once in one rank only.

(c) The change request will be entertained only after the officer has completed two (02) years in the quarter allotted.

(d) Further, those who have already availed the opportunity of changing accommodation earlier in a particular rank for a particular type of quarters shall not be eligible for change after the issuance of this standing order.

(e) Further any allottee who fails to accept the change of residence offered to him within 21 days of issuance of allotment

letter shall not be considered for a change of residence in that category in future. Further the allottee shall be liable to pay licence fee for the period during which he did not take the possession in addition to the normal licence fee for the quarter already in his possession, the allotment of which shall continue to subsist.

The adhoc/ORP promotees shall not have any right to a quarter of a higher type due to the fact that they are working on a rank higher currently. They shall be only entitled to a quarter of the category matching their substantive rank and seniority in Chandigarh Police.

10. **MUTUAL EXCHANGE.**

(i). Mutual Exchange of accommodation shall be permitted with the orders of W/IGP Chandigarh, after considered cogent reasons for such change request.

Further such mutual change request will be only for the same type/floor and further with the condition that the allottee concerned who applied for mutual exchange should not due for retirement within next 05 (five) years.

Further after getting mutual exchange accommodation, the allottee shall not be entitled for higher type of accommodation for the next 05(five) years.

(ii) An employee of UT. Police, who fails to accept the mutual change of residence, offered to him, within 21 (twenty one) days of issue of allotment letter shall not be considered again for a change of residence of that type for 04 (four) years thereafter.

(iii). When a police employee is in occupation of a police pool quarter of higher category than his entitlement, as per these rules, he/she will not be allowed change (sector/floor) till he becomes entitled to that category as per his turn.

(iv) When a police employee is in occupation of a police pool quarter other than entitled category as per these rules, he/she will be allowed change sector/floor as and when he/she become eligible to that category of house in his/her possession as per his/her turn.

(v) No change/allotment of house will be allowed for a particular specified house on the basis of its falling vacant on a future date.

(vi) Where an official applies for change and gives two options of floors or sectors, he/she will have to accept house of any of the two options whenever first allotted failing which he/she will be debarred for further change of house of that category for two year.

Provided further that if an employee who surrenders a house after mutual exchange will not be entitled for house rent allowance for a period of 02 years from the date of mutual exchange. Exchange period will be determined from 1st of the following month when the exchange takes place. In case, any of the allottee surrenders/vacate his/her mutually exchanged Govt. Qtr. prior to the completion of two years he/she shall not be granted house Rent Allowance for the remaining period from the date of surrender/vacation of the Govt. Qtr. till the completion of two years form the date of mutual exchange.

11. **OUT OF TURN ALLOTMENT**

Only Inspector General of Police, Chandigarh can allot quarters on "Out of turn' basis.

(a) **Allotment on Compassionate grounds**

The IGP, Chandigarh may, after considering the family circumstances, financial status and only in case of absence of any house in tri-city by deceased/retiree family may allot a quarter on compassionate grounds.

(i) When a Government employee who was in occupation of Govt. residence (Police Pool) dies while in service, his quarter may be allotted to his spouse / son / unmarried daughter who is already an employee of Chandigarh Police or who subsequently joins Chandigarh police on compassionate grounds within a period of two years only after the death of the Government servant. Provided that such accommodation shall not be higher than the type to which such member of the family of the deceased is entitled.

Provided in such a case the dependent official will be allotted out of turn house of his entitlement on first availability. Till then he will be allowed to retain higher type of house temporarily, till alternative accommodation of his entitlement is allotted. The dependent official will also have no choice of sector or floor for out of turn allotment. However, if the house already in occupation is of the type to which such dependent official is entitled as per

Annexure-A, the same house will be transferred in his name. But the concerned employee will be entitled for change only as per his actual seniority i.e date of enlistment in Chandigarh Police only.

(ii) When a police official, who has been allotted a house out of the police pool, retires from service, his/her son, unmarried daughter or spouse (if employee of the Chandigarh Police) may be allotted the accommodation occupied by the retiree, if dependent official is entitled to that category, provided that dependent has been continuously residing with him/her, since he/she joined service or at least three years immediately preceding the date of his/her retirement, whichever is earlier. In case his/her son, unmarried daughter or spouse (if employee of the Chandigarh Police) holds higher rank than entitlement of house and residing with the retiree can be allowed lower type of house already under their possession, if request received for the same.

(iii) In extreme cases and in rare circumstances based on compassionate grounds arising from death in action of police personnel in line of duty while displaying exemplary courage, the family members of such police personnel who are either in service of Chandigarh Police or are appointed on compassionate ground may be permitted to retain the family accommodation of a category higher than the entitlement on the recommendation of a committee consisting of DIG/UT, SSP/UT & SSP/Sec & Tr. and approval by IGP of such recommendations.

(b) Allotment on Medical grounds

Residences shall also be allotted on out of turn basis on medical ground only where either the police official himself or any of his/her family member residing with him/her and wholly dependent upon him/her is suffering from Tuberculosis (serious cases only), Cancer, Heart ailments (of an extremely serious nature), physical disability, orthopedically handicapped and mentally handicapped/spastic dependents.

(c) In case an employee or any member of his family residing with him/her and wholly dependent upon him/her is physically handicapped upto 50% and above, he/she shall also be considered for out of turn allotment.

(d) Out of turn allotment on medical ground shall also be allowed to the police employee in case his/her dependent parents are having loss of eye vision to the extent to 100% (blindness) and residing with him/her.

Further the medical certificate for out of turn should be from PGI/General Hospital, Sector: 16, Chandigarh duly countersigned by the Specialists and Medical Superintendent. Further in case an allotment is sought on the basis of illness of the dependents, the certificate should not be more than 02 (two) months old. Also, the relationship of the allottee and the patient/dependent should be clarified by way of proper documentary proof. Further, the stay of dependents with the allottee must also be proved.

Such medical certificate should also carry the signatures of the patient and his/her photograph pasted on it duly attested by the authority issuing the medical certificate. The number of the dependent card of the official who is applying for allotment on medical grounds should also be indicated in the medical certificate.

(e) Notwithstanding anything contained in these rules, not more than 10% of the houses allotted in a year in each category shall be allowed on out of turn basis. Such allotment is subject to the condition that the facts of the allotment should be verified from time to time and in case effected family member on the basis of which out of turn house allotment is made, is not found to be normally residing with the police official, the allotment should be cancelled and police personnel will be debarred for next three years. In case of immediate family member i.e. self/ or his/her son, unmarried daughter or spouse there will be no cap for allotment of medical ground. For other dependent family members the allotment will be capped at 10% of houses allotted during any calendar year..

When a police employee is allotted house on 'out of turn' basis OR on compassionate ground, he/she will not be allowed change till he becomes entitled to that category of house as per his/her turn on seniority. However, on medical grounds/cases, ground floor houses will be only allotted to the patients/dependents on the written advice of the PGI/Govt. Hospital, Sector: 16 Hospital.

(f) In case of quarter/house allotted purely on the basis of illness/medical condition of dependent family member, then the allottee is liable to return the same within one month on improvement of health of family member/dependent and on the demise of that dependent family member.

Further the medical certificate for out of turn allotment is required from the PGI/General Hospital, Sector: 16, Chandigarh duly countersigned by the Specialist/ Medical Superintendent of respective hospital.

However, in addition to the above guidelines for quarter allotment, the IGP, Chandigarh can allot the police quarter, out of turn to any employee of Chandigarh Police or accept the change request of any employee, keeping in view the exceptional duties performed by him/her in public interest etc..

12. NON-ACCEPTANCE OF ALLOTMENT OR FAILURE TO OCCUPY THE RESIDENCE AFTER ACCEPTANCE

(i) Where a government employee fails to accept the allotment of a residence or fails to take possession of that residence within 15 days from the date of issue of the allotment he shall be debarred for a period of two years for allotment of Government accommodation.

(ii) If a Govt. servant occupying a lower type or category of residence is allotted or offered a residence of the type of his entitlement for which he/she had applied, he/she may on refusal of the said allotment or offer of allotment be permitted to continue to occupy the previously allotted residence on the condition that such an officer shall not be eligible for future allotment of his entitlement for three (03) years.

13. PERIOD FOR WHICH ALLOTMENT SUBSISTS AND CONCESSIONAL PERIOD FOR FURTHER RETENTION

(1) The allotment shall be effective from the date on which it is accepted by the Govt. servant and shall remain in force until:-

- (a) The expiry of the concessional period mentioned in Column 2 of the table given in sub-Rule (2);
- (b) It is cancelled or is deemed to have been cancelled under these rules;
- (c) It is surrendered by the Govt. employee; or
- (d) The employee ceases to occupy the residence.

(2) A residence allotted to Govt. employee may be retained on the happening of any of the events specified in column 1 of the Table below for the period specified in corresponding entry in column 2 thereof. The applicant however must get approval before availing concessional extension of retention of govt. houses from allotment officer well before the date of retirement etc..

TABLE-I**FOR THE GOVERNMENT EMPLOYEE WHO ARE NOT ENTITLED FOR RENT FREE ACCOMMODATION VIZ DSPs/GOs/ MINISTERIAL STAFF/CLASS 1V EMPLOYEE.**

Events Permissible period of retention of residence on normal licence fee

	(1)	(2)
1.	Resignation, dismissal, removal or termination from service unauthorised absence without permission for more than three months	One month
2.	Retirement	Four months
3.	Death of the allottee (where the deceased officer/official or his/her dependent family member owns a house in U.T. Chandigarh or Mohali or Panchkula)	Twelve months
3-A	Death of the allottee officer (where the deceased officer/official or his/her dependent does not own house in U.T., Chandigarh or Mohali or Panchkula)	One year + One year* (not admissible to a house owner)
4.	Leave, (other than leave, preparatory to retirement, refused leave, terminal leave)	For the entire period of leave
5.	Leave preparatory to retirement or refused leave	For the full period of leave for full average pay subject to a maximum of six months including period permissible in the case of retirement.
6.	Deputation or transfer outside Chandigarh or India	One Year
7.	On proceeding on training	For full period of training
8.	On transfer or deputation to other departments at Chandigarh.	Till the lien of the Govt. Employee is terminated from Chandigarh Police Department.
9.	Repatriation to the parent state	Two months.

TABLE-II
FOR THE GOVERNMENT EMPLOYEES WHO ARE ENTITLED FOR RENT FREE ACCOMMODATION.

These categories of employees shall be governed for the retention of Govt. Accommodation in the prescribed event below in accordance of Govt. Of India, Ministry of Works and Housing, New Delhi's memo No.2/62/64-ACC.I dated 20-3.65 and further such instructions issued by the said ministry from the time to time.

(1).	Events (2).	Permissible period of retention of residence	
		Free of Rent (3).	On Normal Rent (4).
1	Resignation, dismissal, removal or termination from Govt service.	Nil	On Normal Rent.
2	Retirement	One Month	Three Month
3	Death of the allottee (where the deceased officer/official or his/her dependent family member own house in U.T. Chandigarh or Mohali or Panchkula)	One Month	Eleven Month
3A	Death of the allottee officer (where the deceased officer/official or his/her dependent does not own house in U.T., Chandigarh or Mohali or Panchkula	One Month	35 Months.
4	Leave, (other than leave, Preparatory to retirement, Refused leave, terminal Leave)	Entire Period of Life	—
5	Leave Preparatory to the retirement or refused leave.	For the full period of Leave on full average pay.	—
6	Deputation or transfer outside Chandigarh or India.	One Year	—
7	On proceeding on Training.	Full Period of Training	—
8	On Transfer or deputation to other departments at Chandigarh	For the period of deputation	—
9	Repatriation to the parent State.	One Month	One Month.

In case the accommodation is not vacated by the occupant within the permissible period as mentioned against them, he will be liable to face eviction proceedings besides market licence fee @ 50 times of normal licence fee.

3). Provided further that in the cases of Death of UT Police employee who was allottee of police pool house, the allotment of the residence shall not be cancelled till the case of any dependent of the deceased Govt. Employee is finally decided by the Chandigarh Administration for appointment on compassionate grounds subject to such application having been made within six month of the death of the employee and within the overall limit set in 3A of Table-II.,

4). Provided further that in the case of death of police employee on deputation from other states with Chandigarh Police and in general, on retirement, the six months extension in the retention of Govt residence (Police Pool) will be allotted (if applied for, before retirement date). The extension in such case shall, however, be subjected to the payment of the licence fee @ 20 times the standard licence fee for the first three months and 30 times the standard licence fee for next three months, as the case may be.

14 PROVISIONS RELATING TO LICENCE FEE.

1 Where an allotment of accommodation has been accepted, the liability for licence fee shall commence from the date of occupation or the fifteenth (15) day from the date of issue of the allotment order, whichever is earlier.

2 Where a police employee who is already in occupation of residence is allotted another residence and he/she occupies the new residence, the allotment of the former residence shall be deemed to have been automatically cancelled from the date of occupation of new residence. He/She may, however, retain the former residence, free of rent, in case he/she is entitled to rent free accommodation, on payment of normal licence fee up to 10 days for shifting, provided that if the former residence is not vacated within 10 days, the employee shall be liable to pay @ 20 times the normal licence fee for one month and fifty times the normal licence fee thereafter till the date of vacation of the former residence besides facing proceeding under Public Premises Act (P.P Act) through the Estate officer, UT Chandigarh.

15. PERSONAL LIABILITY OF GOVERNMENT EMPLOYEE FOR PAYMENT OF LICENCE FEE TILL THE VACATION OF RESIDENCE.

A Government employee to whom the residence has been allotted shall personally be liable for the payment of the licence fee thereof and for any damages beyond usual wear and tear caused thereto where the allotment has been cancelled under any of the provisions of these rules, until the residence along with the out houses appurtenant thereto have been vacated and full vacant possession thereof has been restored to the Inspector General of Police, Chandigarh(Allotment Officer)

16. SURRENDER OF ALLOTMENT AND PERIOD OF NOTICE

1 A Government employee may at any time surrender an allotment by giving intimation to the Inspector General of Police at least ten (10) ten days before the date of vacation of the residence. The allotment of the residence shall be deemed to have been cancelled with effect from the 11th (eleventh) day after the day on which the letter is received by the Allotment Officer (Inspector General of Police) 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 ten days on the number of days by which the notice given by him/her falls short of ten days, provided that the Allotment Officer may accept a notice for a short period.

2. A government employee, who surrenders the residence under sub rule (1) above shall not be considered again for allotment of police pool Quarter for a period of two year from the date of surrender.

3. Such govt. servant will, however, be considered for re-allotment of accommodation on the basis of his original priority date after the debar period.

17. MAINTENANCE OF RESIDENCE

An employee to whom a residence (police pool) has been allotted, shall maintain the residence and promises to the satisfaction of the Inspector General of Police, UT, Chandigarh. Such employee shall not grow any tree, shrubs or plants contrary to the instructions issued by the Chandigarh Administration not cut or lop any existing trees or shrubs in any garden, courtyard attached to the residence save with the prior permission in writing from the competent authority. Trees plantation or vegetation grown in contravention of this rule may be caused to be removed by the Executive Engineer, Horticulture and Engineering

Department Chandigarh Administration at the risk and cost of the employee of UT Police concerned. No addition and alteration in the house shall be made by the allottee without any permission in writing from the Chandigarh Administration. The House Allotted shall be used by him/her as a bonafied residence and shall not be kept/Locked/Closed/Unoccupied for a period of not more than three (03) months continuously, excepts with the prior approval of the Inspector General of Police, Chandigarh.

18 SUBLETTING AND SHARING THE RESIDENCE

1). No Government employee of UT Police shall share/sublet the residence allotted to him out of the police pool or any of the out-houses, garages and cow-sheds appurtenant thereto, except with the members of his/her dependent family only.

2). No Government employee of UT Police shall sublet the whole or any part of residence allotted to him/her. Subletting of a Government accommodation by the Govt. Servant for pecuniary gain is a grave misconduct and such an act of Govt. Employee shall attract disciplinary action against him/her under the relevant punishment and disciplinary rules (this has reference to the Apex Court's judgment in CWP No. 585/94 reported in 1996(3) SLR page 628 (Para 76) regarding which instruction received from the Chandigarh Administration vide letter No. 28/1/34/94/H-1 (7) 3697 dated 20.02.98) besides the allotment shall be cancelled and the defaulter shall be debarred for the allotment of Police pool quarter for a period of 05(five) years.

3) In order to have an effective check on the menace of subletting of Police Pool houses by the allottee, if any police employee, who has not been allotted any accommodation being his turn immature, establishes subletting of any Police Pool Quarter by its allottee, he shall be considered for 'out of turn' allotment of the same quarter provided he is entitled to that category of house. Otherwise he will be allotted a house of his entitlement out of turn. This provision shall only be applicable after the subletting has been established and the individual complainant submits an affidavit that he himself had not been residing in any Police Pool House on rent or sharing such a accommodation with any allottee after approval of W/IGP. On confirmation of subletting by the allottee he will be placed under suspension with immediate effect and DE will be initiated.

19. CONSEQUENCES OF BREACH OF RULES AND CONDITIONS

1) Where an employee to whom a residence has been allotted himself/herself or any member of his/her family.

- a) Sublets the residence: or
- b) Erect any un-authorized structure or makes any structural alteration in any part of the residence: or
- c) Use the residence or any portion thereof for any purpose other than that for which it is meant: or
- d) Tempers with the electric or water connections or
- e) Fails to make regular payment of water/Electricity charges:- or
- f) Uses the residence or premises or permits or suffers the residence or premises to be used for any purposes which the IGP, Chandigarh considers to be improper; or
- g) Has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment; or
- h) Commits any other breach of the rules or the terms and conditions of the allotment letter; or
- i) Indulges in any kind of nuisance or communal activity resulting in registration of cognizable offence or indulge in inappropriate behavior unbecoming of a Police Officer.

The Inspector General of Police Union Territory, Chandigarh without prejudice to any other disciplinary action that may be taken against him, may cancel the allotment of the residence and debar him for further allotment of police pool house.

2) Where an action to cancel the allotment is taken on account of subletting of the premises by the allottee, a period of fifteen (15) days shall be allowed to the allottee to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or on the expiry of the period of fifteen (15) days from the date of notice, whichever is earlier.

3) Where the allotment of a residence is cancelled or deemed to have been cancelled on any account, the government employee shall be charged penal rent at the rate of fifty (50) times the normal license fee (including for the employees entitled to rent free accommodation) from the date of cancellation of the allotment and necessary departmental action be initiated against the employee.

4) House allotment committee is empowered to inspect the matter of misuse of govt. accommodation. Chairman can mark such complaint of misuse of Govt. accommodation and recommend appropriate action, if misuse, is confirmed.

20. **OVERSTAY IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT**

Where after an allotment has been cancelled or is deemed to have been cancelled under any of the provision of these rules the residence remains or has remained in occupation of the employee of UT Police to whom it was allotted such government employee shall be liable to pay damages for use and occupation of the residence, service, furniture and garden charges equal to fifty times the normal licence fee besides facing eviction proceedings.

21. **CONTINUANCE OF ALLOTMENT MADE PRIOR TO THE ISSUE OF THESE RULES**

Notwithstanding anything contained in these rules, an allotment which subsists immediately before the commencement of these rules, shall be deemed to be an allotment duly made under these rules.

22. **INTERPRETATION OF RULES**

If any question arises as to the interpretation of these rules, it shall be decided by the Inspector General of Police UT, Chandigarh, whose decision shall be final and binding. He/She may further alter, modify all or any of the provisions of the rules or issue instructions or frame any guidelines for the proper implementation of these rules as he may deem fit from time to time. Further, if any question/dispute arises on any issue pertaining to house allotment or any other related issue in Chandigarh Police, which has not been covered under this Standing Order, decision will be taken by IGP, Chandigarh, which will be final and binding.

23. **EVICITION PROCEEDINGS**

The Inspector General of Police, UT, Chandigarh may entrust the authority for eviction of unauthorized occupants from the houses belonging to Chandigarh Police pool under the Public Premises (Eviction & unauthorized) Act, 1971 to the Estate Officer appointed for the Union Territory, Chandigarh.



**Inspector General of Police,
Union Territory, Chandigarh.**