

**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)  
(BW Unit: Corporate Office)  
Telegraph Office Building,  
Kashmere Gate, Delhi-110006,

No. 482-16/2007-BG


Dated: 01.09.2011

**MEMORANDUM**

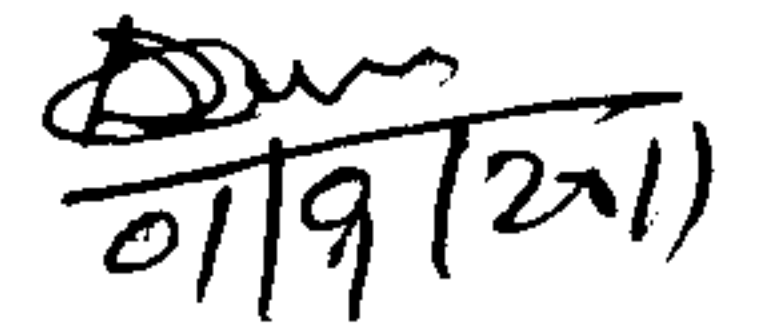
**Sub: Policy for utilization of vacant staff quarters in BSNL (Amendment)**

The policy for utilization of vacant quarters in BSNL to Central Govt. Organizations/PSUs was issued vide BSNL C.O letter No. 482-16/2007-BG (Staff Quarters) dated 26.11.08. There is a demand of vacant quarters from the BSNL employees posted at other stations for the use of their family members. The Management Committee of BSNL Board has approved the amendment to the existing policy to allow CGMs to allot the vacant quarters to BSNL employees for the use of their family members at the places other than their place of posting. Therefore following is added to the existing policy :-

- i). CGMs are empowered to allot the vacant quarters to the BSNL employee though posted at outstations (i.e. other than his place of posting) for the residential use of the family member(s) who have to stay at that place for any reason.
- ii). CGMs can allot vacant quarters to the BSNL employee for the use of his family members, if there is no immediate (say for six months) need of the quarters for BSNL employee or quarters are lying vacant for the last six months.
- iii). The BSNL employee concerned shall be responsible for all the acts and/or omissions of his family members to whom such vacant quarters are allotted.
- iv). The allotment of accommodation should be done on the application submitted by the concerned employee of BSNL and duly recommended by the Controlling Officer of the BSNL employee/ officer.
- v). The accommodation can be allotted for a maximum period of 2 years with the condition of either side's notice of 2 months for vacation. The minimum lock in period for occupancy shall be 3 months in case of medical requirement and 6 months in other cases.
- vi). The allotment of these accommodation should be for the use of immediate family members of the BSNL employees only i.e. **wife/husband, children & their spouses and parents only.**
- vii). Vacant quarters of any type limiting to the entitlement of the BSNL employee can be allotted and no sharing or sub-letting will be allowed. All the rules, conditions in FR SR Part I on this subject are applicable for such allotments also.
- viii). The allottee has to apply afresh for re-allotment, if he proposes to occupy the same after 2 years of initial allotment.
- ix). Rent for the quarters so allotted will be as approved vide **Annexure A** All income tax liabilities, other taxes, if any, applicable will be borne by the employee concerned only. Employers' share of income tax borne by BSNL, if any, will be admissible only for the quarters allotted to the employee at his head quarters only.

  
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- x). In case accommodation is required for allotment for any BSNL employee, the allottee has to vacate the quarters on 2 months' notice. No appeal against such notice will be entertained. If the quarter is not vacated by that time, the employee will be liable to pay twice the actual market rent of such quarter without prejudice to disciplinary action.
- xi). The allottee will be bound by all the rules and regulations which are applicable for allotment of BSNL accommodation in the normal course regarding conduct, sharing, payment of water and electricity charges etc.
- xii). Only minimum maintenance for providing labour connected with water supply, sanitation etc will done by BSNL and any material replacement has to be borne by the allotted himself/herself. However, no addition/alteration/damages etc. will be allowed to the existing structure by allottee. The major repair, if required, shall be done by BSNL. Allottee shall handover quarter in the same condition as it was handed over to him/her and if any damage is found, the same shall be rectified at his/her cost.
- xiii). An amount equal to 3 months rent has to be taken as Security Deposit refundable on vacation, deducting the charges/losses, if any, payable by the employee.
- xiv). The amount due, if any will be recovered from the salary of the employee through the concerned drawing officer.
- xv). CGMs can incur expenditure on minimum maintenance/repairs necessitated before allotment to make the quarter livable. The expenditure which can be incurred on such works shall be limited to 3 months rental amount received as security deposit.
- xvi). This type of allotment shall be allowed to the working BSNL employee only and if the employee retires/ expired or transferred from BSNL to DOT or other organizations, then such allotted quarter shall be vacated within 2 months of such transfer/retirement.
- xvii). Separate waiting list may be maintained for such allotments.

  
01/9/21

(DEV DUTT)  
AGM (BG)

Copy to:-

- 1) All CGMs
- 2) GM (SR)/GM(CA)/GM(BD)
- 3) PPS to CMD BSNL
- 4) PPS to All Directors of BSNL Board
- 5) PS to ED (NB) BSNL

**ANNEXURE-'A'**

**Details of Amount to be recovered for various types of Quarters from BSNL Employees/Officers working in out station**

S. No.	Type of Quarter	Entitled Types of quarters on IDA pay Scale	Minimum pay on IDA Scale Rs.	Maximum pay on IDA Scale Rs.	Average pay on IDA Scale Rs.	Rent For Class 'C' Cities Rs. per month	Rent For Class 'B&A' Cities Rs. per month	Rent For Class 'A1' Cities Rs. per month	Remarks
1	I	NE. 1 to NE-4	7760	15340	11550	1155	2310	3465	
2	II	NE-5 to NE-9	8700	25420	17060	1706	3412	5118	
3	III	NE-10, NE-11, E1A & E2A	14900	46500	30700	3070	6140	9210	
4	IV	E-3, E-4 & E-5	24900	58000	41450	4145	8290	12435	
5	V-A & V-B	E-6 & E-7	36600	66000	51300	5130	10260	15390	
6	VI-A	E-9 & Above	62000	80000	71000	7100	14200	21300	
7	VI-B	E-9 & Above	75000	100000	87500	8750	17500	26250	

**Notes:**

1. In addition to the above License Fee, water charges, electricity charges and service tax as applicable will also be paid by the allottee.
2. In the place of E 1A, E 2A scales, the maximum pay of E 2 is taken for calculation.
3. For Type VIA, E,9 scale is taken.
4. For type VIB, BSNL Board Director's scale is taken.

*(Signature)*  
01/19/2011  
Aqm (B&A)