

**ALIMCO HOUSING ALLOTMENT RULES-2019**



w.e.f 01.05.2019

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA  
(Govt. of India Enterprises)  
G .T. Road, Kanpur -209217**

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## ALIMCO HOUSING ALLOTMENT RULES-2019

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### **1. ELIGIBILITY**

These rules will be called the ALIMCO Housing Allotment Rules 2019 and will be applicable to all regular full time employees of the Corporation including deputationists, but excluding full time stipendiary trainees covered under the Apprentice Act 1961 and person employed on temporary, casual on daily basis. These rules will supersede all the existing rules on this subject and will come into force with **effect from 01.05.2019**. These rules will be applicable to residential accommodation owned by the Corporation.

### **2. DEFINITIONS:**

In these rules unless the subject or context otherwise requires:

- (i) **ALLOTMENT:** Means the grant of permission to employees, to use any quarters of the Corporation for residential purposes only for such periods as permitted, during and in course of their employment and subject to these Allotment Rules.
- (ii) **ALLOTTEE:** Means the person in whose favour an allotment is made by the Corporation and who has taken over the Residence allotted from the prescribed authority in the prescribed manner.
- (iii) **CORPORATION:** Means Artificial Limbs Manufacturing Corporation of India
- (iv) **EMPLOYEES:** Means Regular Employees of the Artificial Limbs Manufacturing Corporation of India.
- (v) **FAMILY** means the family members as declare by the employees to the Corporation from time to time
- (vi) **LICENCE FEE** means the sum of money payable monthly in respect of any type of residence allotted to an employee under these rules and shall be such as may be decided from time to time by the Competent Authority .
- (vii) **HOUSE ALLOTMENT COMMITTEE** means a committee to consider allotment of residence and exercise such other functions as are provided in these rules.
- (viii) **COMPETENT AUTHORITY-** Means Chairman & Managing Director of the Corporation

### **3. CATEGORIES OF RESIDENCES:**

Type wise Eligibility:

<b>Grade</b>	<b>Designation &amp; Pay Scales</b>	<b>Eligibility- (Type of Quarters)</b>
CMD Schedule C & E-7	CMD in the pay scale of Rs.160000-290000 and GM in the pay scale of Rs. 100000-260000/- (E-7)	TYPE-C
0E-5 to E-6	Officers in the pay scale of Rs.90000-240000 (E-6) and Rs. 80000-220000/- (E-5)	TYPE-C
E-2 to E-4	Officer in the pay scale of Rs.70000-200000/- (E-4), Rs.60000-180000 (E-3), Rs. 50000-160000(E-2)	TYPE-C
E-0 & E-1	Officers (E-0) in the pay scale of Rs 30000-120000/- & Rs. 40000-140000- (E-1)	TYPE-B
Group D to H	Workmen Group D, E, F, G, H in the pay scale of Rs. 18790-64130/ Rs. 19430-67500/- Rs.23530-80630/- Rs. 25310-86630/ Rs.27090-92630/ respectively.	TYPE-B
Group A to C	Workmen Group A, B, C in the pay scale of Rs.16400-56070/ 17110-58500/- 17820-61130 respectively.	TYPE-A

**Note:-** (i). The charges of electricity rates, water charge & others charges for the allottees will be decided by the Competent Authority from time to time .

(ii) **The Accommodation provided to Executives, Corporation would bear the Income Tax liability on the non-monetary perquisite of which 50% shall be loaded within the ceiling of 35% of Basic Pay on perks and allowances.**

### **4. CONSTITUTION OF HOUSE ALLOTMENT COMMITTEE**

**(1) Composition** – The House Allotment Committee shall consist of the following:

- (i) General Manager-Chairman
- (ii) HoD of Finance Department-Member
- (iii) HoD of SP&C Department-Member
- (iv) HoD of P&A Department-Member
- (v) One representative of the Recognized Union
- (vi) Welfare Officer – Member Secretary

CMD is competent to change/ nominate/replace House Allotment Committee Members. The management will ensure adequate strengthening of the House Allotment Committee so as to enable it to discharge its duties/responsibilities expeditiously, smoothly and efficiently.

**(2) FUNCTIONS:** The House Allotment Committee shall:

- (a) Decide allotment of residences under the provisions of these rules;
- (b) Ensure proper utilization of residences;
- (c) Exercise powers of cancellation of allotment and take any other action against the allottees for breach of rules and conditions for allotment of residences; and
- (d) consider and decide all other matters relating to the Corporation residences as may be referred to it from time to time by the Competent authorities.

The Allotment of Quarters for GM/CMD will be decided by the Competent Authority

## **5. PROCEDURE FOR INVITING APPLICATION FOR ALLOTMENT**

(1) The P&A Department shall issue necessary circular to invite applications for allotment in **Form A** for various categories of residence. No application shall be entertained after last date. The Corporation is not bound to provide residential accommodation to any employee but subject to availability of accommodation maintained by the Corporation to house its own employees. The employee may on application, be given quarters, for residence for such periods as may be directed by the Competent Authority subject to and in accordance with these rules. Any employee who desires to reside in any of the quarters of the Corporation in accordance with and under these rules, may apply to the Personnel & Administration Department in the prescribed form for the purpose.

(2) Applications for allotment of houses in **Form "A"** in order of seniority shall be sent by the Head of P&A Departments along with a consolidated **Form "B"** under his signatures, to the Chairman, House Allotment Committee. Applications sent directly to the Chairman, House Allotment Committee shall not be considered.

(3) The Allotment of Corporation's quarter shall be done as per recommendation of the House allotment committee against the application in prescribed form and approval of Competent Authority.

(4) A residence, on falling vacant or becoming available for occupation, shall be allotted to an employee having the earliest If an employee fails to accept the allotment of a residence within 5 days from the date of receipt of letter or fails to take over possession within 10 days from the date of acceptance the offer stands cancelled and he will not be eligible for another allotment of that type for a period of one year from the date of issue of the offer.

(5) SC/ST quota will be 10% of the total number of quarters in the Corporation.

(6) Employees owning the house within 10 KMS Distance from the duty place, shall not be allotted quarter in the colony, henceforth.

## **6 . SENIORITY**

All allotment shall be made as per seniority in each category The Seniority shall be determined on the basis of following criteria

1 The seniority will be counted from the date of joining the Corporation.

2-In case of an employee eligible for a higher category quarters his/her seniority shall be counted from the date of joining in the higher pay scale.

3-Where the date of joining of two or more employee is the same seniority amongst them will be determined by the basic pay. i.e. the employee drawing a higher basic pay will be considered senior to the employee drawing a lower basic pay.

4-Where the date of joining and the basic pay of two or more employees are the same, the seniority will be determined according to the date of birth, the elder employees shall be consider senior.

5-In case of an employee who becomes eligible for a higher category of house by virtue of his/her appointment in the higher scale, his/her seniority in lower category cadre will also be maintained so long as he/she does not get a house of his/her own category due to the non-availability of houses.

6- Any other factor as may be determined by the Competent Authority

## **7. PROVISIONS RELATING TO LICENCE FEE**

(1) Employees who are allotted housing accommodation by the will be charged licence fee at the following rates:

Type of Flats	Area (in Sq.Meter)	Amount (in Rs.) (Per month)
A	55.33	<b>470/-</b>
B	71.84	<b>680/-</b>
C	109.36	<b>1270/-</b>

(2) Additionally, no HRA will be paid to employees allotted accommodation by the Corporation. Licence fee may be reviewed time to time by the Competent Authority.

## **8. PREFERENCE IN ALLOTMENT OF QUARTER MADE EARLIER ALLOTMENT**

The preference will be given to those employees residing over the old Quarters of the Corporation for above 10 years which were abandoned now. CMD is empowered to relax the above limit of 10 years in case of employees belong to PwDs only.

## 9. CHANGE OF RESIDENCE

(1) Employees to whom residence of the same type has been allotted may apply for permission to mutually exchange their residence and permission for such exchange may be granted by the House Allotment Committee after due consideration of various circumstances and if both the employees reside in their mutually exchanged residence for at least six months from the date of approval of such exchange.

## 10. DISCRETIONARY QUOTA/OUT OF TURN ALLOTMENT:

**2 Quarters under type-A and 01 Quarter under type-B** will be made available under the discretionary quota of CMD at his discretion under the following circumstance:-

- (i) Under compelling circumstances to be placed in writing, CMD may exercise his discretion to allot accommodation/flat at other than the place of posting in exceptional cases.
- (ii) Medical grounds of self/spouse/dependent parents/dependent children or family members, duly recommended by HOD
- (iii) compassionate ground
- (iv) Other exigencies

## 11. TRANSIT ACCOMODATION:

1. **01 Quarter under TYPE-C** have to be earmarked as Transit accommodation. Transit accommodation shall be made available for serving employees on tour or other ALIMCO guest/ officials. Payment of HRA for stay in Transit Accommodation will not be deducted for one room under TYPE-C and this shall be reserved for CMD ALIMCO rates for availing Transit accommodation will be **Rs. 425/-** per day for stay upto 15 days. Beyond 15 days in a month 3 time of the normal charges will be charged. Transit accommodation will not be allowed beyond 20 days in a month. The rates will be reviewed from time to time by Competent Authority.
2. The Transit Accommodation for CMD will be well furnished and CMD is authorized to make expenditure to furnish the accommodation or any of the items as and when required.
3. The Corporation will make available the tea /Snacks /Lunch and dinner in the transit Accommodations on the rates to be fixed by CMD including employing manpower for this purpose on contract basis as and when required.

12. **RETENTION/EXTENSION:**

Period for which retention of quarters is allowed in the event of the following:

<b>CASE</b>	<b>RETENTION PERIOD</b>
Retirement	Three months at existing last drawn rate of HRA and licence fee.
Death of the allottee	Six months at normal licence fee.
Transfer of allottee	Full period but no HRA will be paid and licese fees full will be charged
Transfer at his own request	Two months at last drawn HRA and licence fee.

Note- However, in cases of exceptional circumstances CMD may approve retention of flats beyond above limit depending on merit of each case with specific conditions of deductions (HRA,/License Fee/Market rate)

13. **MAINTENANCE OF RESIDENCE ALLOTTED:**

- (i) The employee who has been allotted a residence shall sign an inventory of fixtures and fittings at the time of taking over the residence and shall ensure its proper handing over to the Corporation at the time of its vacation.
- (ii) The allottee shall not make any unauthorized additions/alterations to the residence allotted to him/her, nor would he/she be allowed to make any unauthorized construction there upon either of temporary or permanent nature.
- (iii) Allottees are strictly prohibited from keeping any domestic animals such as cows, buffalows, goats, pigs, monkeys or poultry in the residence and land.
- (iv) No allottee shall **SUB-LET**, Save as otherwise expressly provided herein share or otherwise part with the possession of the whole or part of a residence.

14. **VACATION OF QUARTERS**

The allottee of the residence to the employee is consistent with and is dependant solely on his being in employment in the Corporation and therefore the moment the allottee dies, retires, resigns or is discharged from the services, terminated for any reason whatsoever or abandons the service or is otherwise made ineligible for the allotment of a residence or commits breach of the terms and conditions of the rules herein contained, the allotment shall stand cancelled forthwith unless specifically permitted to retain the residence. Requests for retention shall be processed by respective Personnel & Administration Department.

## **15. NON ELIGIBILITY FOR HRA**

I. Employees will not be eligible for payment of HRA under the following conditions:-

- a) Where both husband and wife are employees of the Corporation and are residing in a quarter allotted to one of them. In such cases, the other employee will also be deemed to be an allottee and will not therefore be eligible for House Rent Allowance. The same consideration will apply where two or more employees working in the Corporation stay in quarters allotted to any one of them or
- b) When employee resides in an accommodation allotted to his/ her parent(s)/sons/ daughters by the Central/ State Government, other PSUs (Central or State), Nationalized Banks, LIC, other Central/ State Government Organizations, Port Trusts, Semi-Government Organizations such as Municipality, etc. or
- c) When spouse of the employee has been allotted accommodation at the same Station by the Central/ State Government, other PSUs (Central or State), Nationalized Banks, LIC, other Central/ State Government Organisations, Port Trusts, Semi-Government Organizations such as Municipality, etc., whether the employee resides in that accommodation or not. Intimation about the non-entitlement for HRA as above to the P&A Department would be the responsibility of the employee concerned, whenever the event occurs.

## **16. SPECIAL POWERS**

The CMD will have the authority to approve relaxation of any of the provisions of these Rules and / or the supplementary rules and / or the amendments issued thereto in respect of a category or categories of employees for reasons to be recorded in writing.

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**REQUEST FORM FOR ALLOTMENT OF CORPORATION'S QUARTER AT ALIMCO**  
**HQ KANPUR**

Colored  
Passport  
Size  
Photograph  
with self  
attested  
across

1. Name of the Applicant:

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2. Designation:

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3. Father's/Husband's Name:

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4. Date of Joining. of the Applicant:

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5. Address:

a) Local Address:

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b) Permanent Address:

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6. Mobile No.

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7. Email ID (if any):

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8. Identity Proof of the following (the photocopy is to be attached):

a) Voter Card [ ]

b) PAN Card [ ]

c) Aadhaar Card [ ]

9. Name of Department: \_\_\_\_\_

10. Date of superannuation from service \_\_\_\_\_

11. Whether the applicant is having any quarter/flat from any Govt./PSU bodies or owned house (s)/flat (s) (If any give details):

12. Type of quarter required by the applicant:  
\_\_\_\_\_

13. Family Details: \_\_\_\_\_

14. Declaration by the applicant:

I hereby declare that the above information furnished by me are correct/true to the best of my knowledge. I have read and understood all the terms & conditions and shall abide by the 's rules in this regards.

**(Signature of the Applicant)**

Checked by (for office use only):

**A C K N O W L E D G E M E N T**

(Applicant must take this slip after submitting the application from office)

1. Name of the Applicant: \_\_\_\_\_

2. Form No. \_\_\_\_\_

3. Date of received of application: \_\_\_\_\_

(Signature of the official)

**CONSOLIDATED LIST APPLICANTS IN ORDER OF SENIORITY FOR ALLOTMENT OF HOUSES OF TYPE WHOSE APPLICATIONS ON FORM "A" ARE BEING FORWARDED:-**

- (i) It is certified that the particulars mentioned above by the applicant are correct.
- (ii) It is further certified that the applicant has not applied for any other type of government residence.
- (iii) It is further certified that the applicant has never been debarred for allotment of government residence due to any reason.

**NOTE:** The P& A Department should not forward any application unless he has satisfied himself about the particulars filled in by the applicant.

Signature of the Head of Department