

POLICY LETTER

Tele 23386766

TATRAKSHAK MUKHYALAYA
Coast Guard Headquarters
National Stadium Complex
New Delhi – 110 001

AD/0102

23 Apr 04

The Commander
Coast Guard Region (West)
Mumbai

The Commander
Coast Guard Region (East)
Chennai

The Commander
Coast Guard Region (A&N)
Port Blair

ACCOMMODATION ORDERS - SERVICE PERSONNEL AND CIVILIANS

1. Refer to CGO 03/97 (amended vide CGO 25/98).
2. Accommodation orders in respect of service personnel and civilians are placed as enclosures as follows :
 - (a) Accommodation orders for CG officers, subordinate officer and enrolled personnel – Enclosure-I
 - (b) Accommodation orders for CG civilian officers and Non-Gazetted personnel – Enclosure-II
3. These orders are to be brought in force with immediate effect and will be promulgated as a CGO in due course. All orders previously promulgated on the above subjects, including local orders, stand cancelled. No amplifying/local orders need to be promulgated hereafter.
4. It is requested that the contents of the letter *ibid* be circulated within the units under your Command.

(PK Luthra)
Commandant
Director (Administration)
for Director General

Enclosures – (I) Accommodation orders for service personnel
(II) Accommodation orders for civilian personnel

Copy to :- All ships and establishments - without enclosures

Enclosure-I to CGHO letter AD/0102
Dated 23 Apr 04

COAST GUARD ACCOMMODATION ORDERS

GENERAL

Application

1. Government has permitted the construction of married accommodation for the Coast Guard personnel at various places as per the authorised married establishment scales. At some places, sanction for outright purchase as well as hiring of buildings has also been accorded whereas at other stations, accommodations has been built by CGBA/hired from other agencies, e.g. IOC at Vadinar.
2. These orders are issued for streamlining the procedures for allotment of accommodation and recovery of licence fees and allied charges in respect of Coast Guard accommodations. These orders will be applicable exclusively to those accommodations which are built/acquired/hired by the Coast Guard organisation and for houses provided by other agencies as described above. These orders will also be correspondingly applicable to personnel deputed from other services. The orders have been divided into two parts viz :-
 - (a) Orders for accommodation - Officers
 - (b) Orders for accommodation – Enrolled Personnel
3. However, orders which would be applicable uniformly to both officers and enrolled personnel are covered in succeeding paragraphs. A format of application for applying for CG pool accommodation is at Appendix - A.

Eligibility Conditions

4. All married CG personnel appointed at a particular station including those appointed in the ships based at that place will be eligible for the married accommodation. A divorcee or widower with dependants will be treated as married.
5. The term family shall include the following: -
 - (a) Spouse,
 - (b) Dependent parents,
 - (c) Daughters, step daughters or legally adopted daughters who are unmarried and dependent upon the head of the family,
 - (d) Sons, step sons, or legally adopted sons who are unmarried and dependent upon the head of the family.
6. CG personnel may put their name simultaneously on two rosters i.e. the roster maintained by Coast Guard and roster maintained by civil pool. It shall be upto to the individual to choose accommodation of his choice. However, no individual shall hold two accommodations allotted from different pools under any circumstances. In cases of allotment from civil pool, they shall be governed by the accommodation rules/orders/instructions as promulgated by the Director of Estates.

7. Names of CG Personnel who occupy Government accommodation prior to allotment of CG accommodation, may be allowed to hold their name in CG roster, till allotment in CG pool. Where a person declines to accept CG accommodation on allotment, his name from the CG roster is to be struck off. Consequently, no accommodation seniority can be claimed by such a individual.

8. Accommodation for personnel borne onboard ships undergoing refits for a period of one year or more should be decided by the Administrative Authority, subject to availability of excess accommodation.

Roster for Accommodation

9. The names of all eligible personnel applying for married accommodation will be entered in the appropriate roster to be maintained for this purpose.

10. The name of an individual on temporary duty to another station/leave will continue on the roster. He may be permitted, if he wishes, to defer the allotment of accommodation until his return to the duty station without affecting his seniority.

11. CG Personnel on being eligible for higher scale of accommodation are to apply afresh for new entitled accommodation. In such cases the seniority in the new roster will be date of eligibility in the new scale, if the application is received within 15 days from the date he has become eligible for higher scale of accommodation, and in other cases date of receipt of application.

Allotment

12. CG personnel allotted accommodation shall accept the allotted house within fifteen working days (if individual is not away on sailing/ty duty/leave) failing which the allotment shall be cancelled and the individual shall not be considered for three months. In case the individual fails to accept the accommodation second time, the individual's name shall be removed from the roster and he shall not be considered for allotment any more. Any individual, who keeps his house vacant for three months after taking over, without taking approval of station commander, shall face eviction.

13. Accommodation is to be allotted strictly on seniority basis in the corresponding accommodation roster vis-à-vis vacation of quarters, even if the actual allotment is done subsequently. An illustration is placed as Appendix - B to this CGO.

14. CG personnel proceeding on leave/temporary duty may authorise other personnel to take over accommodation on their behalf.

15. In case an individual does not wish to be considered for allotment of accommodation for a particular length of period, he may make an application to the appropriate authority stating the facts. The Station Commander may give his approval considering the merits of individual case.

16. If an individual refuses allotment twice and intends to maintain his name in roster for "Seniority purpose only", he should not be allowed to do so. His name should be struck off from the accommodation roster and he shall **not** be eligible for ante-date seniority.

Ante-date Seniority

17. Ante-date seniority shall be permissible subject to a maximum of 12 months provided that no married accommodation was allotted/occupied from any Govt. source in previous station. A certificate should be issued to the concerned individual by previous station Commander in support of such claims. No ante-date seniority is to be given if accommodation is allotted to the individual from any other sources/pool also (e.g. CGBA at Daman, IOC at Vadinar etc.).

18. The ante-date seniority may be supplemented with the sea seniority gained by the individual rendering service afloat. The sea seniority is to be calculated at the rate of half of the service, limited to 12 months, subject to the provisions that

(a) provisions of sea-seniority are only applicable when the individual has **not** been provided with any accommodation, and

(b) the maximum ante-date seniority that can be claimed by any individual is 24 months, i.e. 12 months of accommodation seniority + 12 months of sea seniority

19. The crucial date for determining the seniority shall be the date, an individual reports onboard the ship/establishment provided the individual puts up the application for allotment of accommodation within 7 days of reporting onboard failing which the date of seniority shall be taken as the date of submission of application.

20. Ante-date seniority shall be calculated on the basis of the certificate issued by previous station which in turn will determine sea seniority on basis of the Genform issued by the ship for reporting and transfer from the ship. It is the responsibility of the individual to get the certificate issued from the accommodation officer. The period for claiming sea seniority is to be reckoned after individual has placed his name on the roster.

21. CG officers and enrolled personnel who are allotted accommodation in the previous station, but are transferred within six months of allotment of accommodation, shall be entitled to carry full seniority as per the existing orders as if they were not allotted accommodation at all.

22. Seniority will be calculated in months only. If part of it is 15 days or more, it will be counted as full. If part is up to 14 days, it will not be taken into account.

23. If two individual, report in the station on the same date having the same seniority in the accommodation roster (similar type), then on vacation of a quarter, the person having more basic pay will be allotted accommodation. If the basic pay also is same, then the individual senior as per the CG list would be eligible.

24. On promotion to higher rank, the individual has to submit a fresh application for eligible higher type accommodation (if applicable). In such a case, his name will be put in two rosters in the station till his transfer out from the station.

25. Personnel who had put their names in the accommodation roster while serving on board a ship and subsequently get transferred to shore unit locally in the same station and are not allotted any Govt. accommodation, will get sea seniority only whilst proceeding on transfer out of the station. No sea seniority shall be considered for the duration of stay in the same station.

Station Commander and Quartering Committee

26. The Commanders of Coast Guard Regions, District Headquarters/Stations, will be the ex-officio Station Commanders for the purpose of exercising power for allotment of Coast Guard accommodation. They will form a station Quartering Committee of nominated members for making recommendations in the matter of allotment of accommodation. The Committee will allot accommodation on the basis of the accommodation roster maintained by one of the official nominated by the Station Commander. However, the Regional Commanders can delegate the responsibility of maintaining accommodation roster to the co-located DHQ/Station.

27. Waiting list for each type / change of accommodation/ class of accommodation will be maintained separately, updated and displayed periodically not exceeding one month.

28. The quartering committee should consider only vacant houses for allotment. No houses to be allotted / recommended for allotment in anticipation of getting vacated.

29. The Station Commander (or AA) will be responsible for classification, allotment, administration of all accommodation in station pool. He will ensure that quarters are allotted as per entitlement. He will ensure that no accommodation from any source in the station pool is lying unutilized.

Damage to Accommodation

30. Any damages and / or losses to buildings, fittings, fixtures and furniture as compared to the signed inventory, except damages due to fair wear and tear, noticed during handing over the accommodation, vacation or during quarterly or annual inspections, are to be recorded on a voucher. This voucher is to be signed by the person concerned or by his authorised representative and the person concerned shall be liable to pay for the damages and or losses in accordance with the rules in force for barrack damages.

Change of Accommodation

31. Requests for change of accommodation will not normally be considered. However, in exceptional cases, only one change will be permitted after 6 months of occupation of present accommodation. Mutual exchange of accommodation in the same type, however, be permitted with the approval of the Coast Guard Station Commander, provided neither of the persons are under transfer.

Handing/Taking over

32. CG personnel while handing/taking over accommodation shall sign the inventory of furniture, fittings and fixture of the flats. Any defect noticed by the individual whilst taking over shall be brought to the notice of concerned authority.

Retention of Accommodation

33. An individual allotted accommodation can retain it only as long as he is permitted to do so by the allotting authority. In case of retaining accommodation at old duty station, he shall not be eligible to apply for accommodation at new duty station till actual vacation at old duty station.

34. An allottee may, subject to approval by the Coast Guard Station Commander, retain his/her accommodation on the following occasion for the period indicated against each :-

(a)	Transfer out of station	-	3 months
(b)	Retirement	-	4 months
(c)	Resignation/Dismissal/ Termination of service	-	1 month
(d)	Leave (including LPR on full pay)	-	Full period
(e)	Courses (on Temporary duty only)	-	Full period
(f)	Deputation (abroad) for period less than 11 months	-	Full period
(g)	Education of Children	-	Remaining session of the current academic year

- (h) Death - Minimum 6 months or to a maximum of completion of academic session
- (j) Deputation to Civil / Public undertakings - 2 months on voluntary basis

35. Retention of accommodation in the mainland by CG personnel on transfer to A&N region is not permissible for Coast Guard accommodation, although permitted under central pool accommodation rules.

Subletting of Accommodation

36. The accommodation allotted to an individual shall not be sublet in whole or part thereof. Defaulters will be liable for disciplinary action besides vacation of the allotted premises. The allottee shall not be considered for accommodation for remaining period of stay in the same station.

Additions and Alterations

37. No additions or alterations are permissible to the premises, fitting and fixtures without the written permission of the allotting authority who will invariably consult MES authorities before granting special permission.

Unauthorised use of Accommodation

38. The accommodation, fixtures and fittings are not to be put to any unauthorised use or misuse. Non compliance of this would lead to cancellation of allotment and disqualification for future allotment, apart from payment for damages and disciplinary action as deemed fit by the Administrative authority.

Allotment/Retention of Accommodation by Husband and Wife, both being Government Employees

39. No individual shall be allotted a residence under these rules if the spouse of the person has already been allotted residential accommodation from other pool, unless such residence is surrendered. There shall, however, be no bar in the allotment if the accommodation allotted to such a spouse is of a lower category than the entitlement of the person and allotment of the higher type coincides with the surrender of lower type.

40. When such spouse in occupation of separate residence allotted to them marry each other, one of the spouses shall, within one month of the marriage, surrender his/her residence. If a residence is not surrendered as required under the rules/orders the allotment of the residence of the lower type shall be automatically deemed to have been cancelled on the expiry of the period of one month. If the residences are of the same type, the allotting authority (Coast Guard) shall have the option of cancelling the allotment.

41. Where the husband and wife both being Coast Guard employees, the entitlement of accommodation for each of them shall be considered independently. If husband and wife both are in the roster in the same pool, the officer senior in roster will be allotted with accommodation and the name of other spouse will be automatically struck off from the roster. But if both are in different pool and individual in lower pool gets the accommodation first, the other spouse in the roster of higher class accommodation will continue to remain in roster, but will not be entitled for any seniority if posted out of station. He/she will be allotted with higher scale of accommodation whenever due as per the roster maintained by the station/unit.

42. Notwithstanding anything contained in para 37 to 39 above: -

(a) If a wife or husband, as the case may be, who is an allottee of a residence under these orders, is subsequently allotted a residential accommodation at the same station from a pool to which these orders do not apply, she or he, as the case may be, shall surrender either of the residence within one month of such allotment. Provided that this provision shall not apply, where the husband and wife are residing separately in pursuance of an order of judicial separation made by a Court of Law.

(b) Where two individuals in occupation of separate residences at the same station, one allotted under these orders and other from a pool to which these orders do not apply, marry each other, any one of them shall surrender one of the residences within one month of solemnization of the marriage .

(c) If a residence is not surrendered as required under sub para (a) or sub para (b) above, the allotment of the residence in the Coast Guard pool shall be deemed to have been cancelled on expiry of such period.

(d) If either husband or wife is allotted accommodation as per eligibility, no seniority will be allotted to both of them on transfer.

Allotment of Alternate Accommodation

43. If a certain accommodation already occupied by an individual has to be vacated in public interest, the allotting authority may allot the occupant an alternative residence of the same type.

44. All personnel can also exercise an option for an accommodation one type below their entitled type. However, officers cannot opt for accommodation below Type-C. All CG personnel are to vacate one type below accommodation on allotment of entitled type of accommodation.

Unauthorised Occupation of Family Accommodation

45. Any person or his family who continue to occupy the accommodation after he or she is required to vacate it will, without prejudice to the right of the Govt. to evict him, be liable to pay twice the assessed rent or market rent whichever is higher, as well as charges for water, electricity consumed and rent for furniture from the date of such unauthorised occupation. In addition to the penalty levied in the form of higher market rent, he/she is also liable for disciplinary action against the unauthorised occupation.

Non-availability Certificate

46. In case married accommodation is not available, a non-availability certificate will be issued by an officer nominated by Coast Guard authority operating/maintaining the pool. A specimen certificate is attached at Appendix - C.

47. The non-availability certificate will be cancelled and HRA ceased immediately on allotment of accommodation from Coast Guard pool/General Pool.

Matters not Covered Under These Orders

48. All matters not covered under these orders are to be referred to CGHQ through proper channel for final decision.

49. Any local orders which are in contradiction to these rules are to be referred to CGHQ prior to promulgation.
50. All previous orders issued on this subject stand cancelled.

ORDERS FOR ACCOMMODATION – OFFICERS

51. Normally single officers shall not be eligible for applying for married accommodation. However, in exceptional cases, local administrative authority may permit single officers for applying for married accommodation.

Type of Accommodation

52. An officer shall be eligible for a certain type of accommodation on the basis of Basic pay as per the following table :-

Eligible Type	Basic Pay
C*	8,000-8,499
D	8,500-11,999
E	12,000-18399
E-1	18,400-24,499

* Only applicable if type “C” accommodation built specifically for officers.

53. These orders are subject to change from time to time as promulgated by the Government. However, absence of orders should not be the criterion for refusing accommodation and clarification should be promptly sought from the CGHQ. The accommodation will be allotted based on the basic pay of a person including stagnation pay only and will not include any Rank pay and non-practicing allowance etc

Earmarked Accommodation

54. Earmarking of accommodation shall be limited to Regional Commanders, District Commanders(not co-located with RHQs) and Station Commanders (not co-located with RHQs). As a result, only one house shall be earmarked in any one station at any given time. The officers will have to vacate the accommodation on relinquishing the appointment.

Out of Turn Accommodation

55. Out of turn accommodation shall be allotted to all COs/O I/Cs of ships and establishments in one type below than their entitled accommodation. All officers featuring in Command billets in the Command list, shall be eligible for an out of turn accommodation. Officers allotted out of turn accommodation, shall remain in roster for their entitled accommodation.

56. Number of houses under out of turn accommodation in a particular type should not exceed more than **25%** of the existing houses in that type and the rest **75%** of the houses are to be made available for normal allottees. This percentage would not include allotments on medical grounds. However, no house should be kept vacant by applying 25% rule.

57. Officers allotted out of turn accommodation shall always be allotted one type below the entitled type. Personnel allotted ‘Out of Turn’ accommodation shall be required to shift to regular accommodation, if allotted during period of occupancy.

58. Allotment on medical grounds is to be permitted only in exceptional circumstances and on medical advice. The allotment is normally to be restricted to three months, however, same should in no case exceed six months.

Licence Fee

59. Officers in occupation of family accommodation will be required to pay licence fee for the particular type of accommodation as per current orders in force. It will be the responsibility of the occupant to pay for electricity and water charges.

Single Accommodation

60. Officers accommodated in officers messes ashore shall be required to pay licence fee and allied charges such as electricity, water and furniture as applicable. As far as possible officers will be provided independent accommodation. Licence fee payable will be decided on the basis of the floor area and rate fixed by the government from time to time.

61. The license fee and other allied charges will be deducted by the MES through the CDA based on the occupancy returns submitted by the station for those who are permanently posted. For visiting personnel the amount will be charged through their mess bills and credited to the government by the station. HRA will not be admissible where facility of mess has been provided.

ORDERS FOR ACCOMMODATION - ENROLLED PERSONNEL

Eligibility Conditions

62. As per the terms and conditions of the service, enrolled personnel are entitled for free furnished single accommodation and unfurnished family accommodation. In single accommodation they will not be required to pay for the allied charges such as electricity, water etc. However, it will be the liability of the occupants to pay for such facilities in the case of family accommodation.

Single Accommodation

63. Coast Guard personnel appointed ashore will be provided single accommodation in the messes ashore. HRA will not be admissible where facility of mess at ashore has been provided.

Type and Classification

64. The married accommodation will be classified as type "D", "C", "B" and "A" as under :-

Type of Residence	Basic Pay
"A"	Rs. 2,550-3,049
"B"	Rs. 3,050-5,499
"C"	Rs. 5,500-8,499
"D"*	Rs. 8,500-11,999

* Only applicable if type "D" accommodation built specifically for EPs.

65. Normally, unmarried EP shall not be eligible for applying for married accommodation. However, in exceptional cases, local administrative authority may permit them to apply for married accommodation.

Out of Turn Accommodation

66. Out of Turn accommodation to enrolled personnel shall be solely on medical grounds. It should be allotted for a period of not more than six months so that maximum number of deserving personnel may avail the benefit.

67. Personnel being allotted 'out of turn' accommodation shall always be allotted one type below their entitlement. They shall be required to shift to regular accommodation, if allotted during the period of occupancy of emergency accommodation failing which market rent will be charged.

Sharing of Accommodation

68. Personnel may be allowed to share allotted Govt. accommodation with the prior approval of allotting authority. Allotting authority may allow sharing between sailors of same rank or one rank higher/lower. Personnel may be allowed to share Government accommodation **only when both the families would be residing**. No single person sharing will be allowed.

Appendix "A"
(Refers to para 3 of Enclosure-I)

APPLICATION FOR CG POOL MARRIED ACCOMMODATION

Date of Priority.....

For office use only

TO BE FILLED BY APPLICANT

1. Name (in Block letter, surname first)
2. Designation & Basic Pay
3. Date of Birth
4. Date of Reporting Ship/station
(copy of reporting Gx. Enclosed)
5. (a) Ship/Establishment
(b) Office address
6. Date of ante date seniority
7. Type of Accommodation applied for
8. Date of retirement/superannuation
9. (a) Are you/is your spouse occupying accommodation allotted by Dte of Estate/Departmental pool
(b) If yes, fill the name of allottee
Quarter No. Locality, Type and pool
10. (a) Are you debarred from allotment of Govt. residence
(b) If yes, upto which date ?

DECLARATION

1. I agree to abide by the allotment of CG Pool Married accommodation orders as amended from time to time or relevant Govt. rules as applicable.
2. I am aware of the penalties to be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type or furnishing of false information.

Signature of the applicant

Date

II

TO BE FILLED IN BY THE FORWARDING OFFICER/COMMANDING OFFICER

Ship/Establishment.....

1. Certified that the particulars furnished by the applicant have been verified from records and found correct. It is certified that the applicant is eligible for CG pool accommodation.
2. It is certified that the applicant is entitled to CG pool accommodation.

Date.....

Signature.....

Ship/Estt.....

Name.....

Designation.....

Appendix "B"
(Refers to para 13 of Enclosure-I)

ALLOTMENT OF ACCOMMODATION VIS-À-VIS
VACATION OF QUARTERS - ILLUSTRATION

On 01 Apr 04, three EPs namely X, Y & Z are in the 'B' type roster having seniority of 01 Jul 03, 09 Jul 03 and 21 Jul 03 respectively. Three houses A, B and C falls vacant on 02 Apr 04, 07 Apr 04 and 15 Apr 04 respectively. The quartering committee assembled on 20 Apr 04 for allotment of the above quarters. Meanwhile, an EP 'M' reports in the station on 10 Apr 04 and applies for 'B' type quarter, having ante-date seniority of 12 months. In such case the quarter 'A' will be allotted to 'X', 'B' to 'Y' and 'C' to 'M'. This is based on the logic that on the date of vacation of quarter 'C', EP 'M' was already in station, whereas, on date of vacation of quarter 'A' & 'B', he was not present in the station. Since he is having ante-date seniority of 12 months, his seniority for 'B' type quarter on 15 Apr 04 (date of vacation of quarter 'C') is 10 Apr 03. Thus he will supercede EP 'Z' for allotment of quarter 'C'. Further, quarter 'A' should only be allotted to 'X' and not to 'Y', since 'X' is senior in the roster.

Appendix "C"
(Refers to para 46 of Enclosure-I)

COAST GUARD REGIONAL/DISTRICT HEADQUARTERS

NON AVAILABILITY CERTIFICATE

Certified that applied for married accommodation from Coast Guard pool of accommodation and that the accommodation was not provided to him for the period because of non-availability of accommodation.

He is entitled to a net ante-date seniority of _____ months due to

- (a) Accommodation seniority _____ months
(not to exceed 12 months)

- (b) Sea-seniority _____ months
(not to exceed 12 months)

Signature of Accommodation Officer

Ship/Establishment.....

Date

Enclosure II to CGHQ letter AD/0102
dated 23 Apr 04

ACCOMMODATION ORDERS FOR COAST GUARD CIVILIAN OFFICERS
AND NON-GAZETTED CIVILIAN PERSONNEL

Introduction :

While efforts have been made to accurately reflect all relevant rules and executive instructions, these Accommodation Rules for Coast Guard Civilian Officer and Non Gazetted civilian Personnel of Coast Guard , are not exhaustive and wherever a conflict arises, the provisions of CCS Govt Residences Rules in terms of FR and SR's and Govt policies in force, shall prevail.

1. Accommodation Rules for Coast Guard Civilian Officers and Non Gazetted civilian Personnel are promulgated to govern the accommodations constructed /acquired /purchased by Coast Guard for their Civilian Officers and Non Gazetted civilian personnel which form part of Coast Guard work force.

Coast Guard Pool Residential Accommodation

2. The government residential accommodation constructed/purchased/acquired by Coast Guard and placed under the administrative control of Coast Guard stations /units/authorities constitute the Coast Guard pool residential accommodation.

3. In terms of Govt of India letter No. AQ/0111/CGHQ/DO/CG/332/D(N-III) dated 25 Feb 1988 accommodations have been constructed by Coast Guard for it's service personal and civilian Officers and Non Gazetted civilian personnel on following scales depending upon their sanctioned strength in each categories.:

Category	Ashore	Afloat	
(a) Officers	75%	50%	} Amended to 80% in in case of certain stations.
(b) Naviks	50%	14%	
(c) Subordinate Officers	50%	100%	
(d) Civilians	15%	--	
	(60% at Port Blair)		

Coast Guard Civilian Pool Residential Accommodation

4. The pool of houses earmarked for Coast Guard civilian Officers and Non Gazetted civilian personnel out of the over all Coast Guard pool residential accommodation in terms of the sanctioned scale for civilian officers and Non Gazetted civilian personnel is Coast Guard Civilian Pool Residential Accommodation.

Number of Houses provided towards Coast Guard Civilian Pool Accomodation

5. The houses are constructed/provided in the scale of 15% against the sanctioned strength. As an illustration if there are 100 civilian Officers and Non Gazetted civilian personnel sanctioned in a particular unit/station at the time of convening of Board for construction /acquiring the houses, then 15 houses are to be constructed /provided for these 100 civilian Officers and Non Gazetted civilian personnel (60 houses at Port Blair). The eligible civilian Officers and Non Gazetted civilian personnel seeking the accommodation will be placed on the waiting list of these 15 houses (60 houses at Port Blair) and allotted by a committee appointed for this purpose each time, in terms of these rules.

6. The Commanders/Commanding Officers of the Coast Guard Stations are to earmark the houses for civilian officers and Non Gazetted civilian personnel in terms of above directive in the ratio of 15 houses for 100 Civilian Officers / Non Gazetted civilian personnel and allot the same to the eligible seekers by giving due considerations to the order in the waiting list.

Eligibility

7. All civilian officers and Non Gazetted civilian personnel of coast Guard ,and civilian officers and Non Gazetted civilian personnel of central Govt on deputation to Coast Guard appointed to that station are entitled for Coast Guard pool civilian residential accommodation.

Procedure for applying

8. The transferee civilian employee should apply ,in case they fulfill the criterion, within a period of one month of joining. The names of such civilian Officers /Non Gazetted civilian personnel will be included in the waiting list . The eligible civilian employee is to apply on specified format given at **APPENDIX – A**.

Entitlement of various types of Accommodation

9. The Coast Guard pool accommodation has been classified in 11 categories as follows:

Type	Emoluments
I or 'A'	Less than Rs.3050/-
II or "B'	Less than Rs 5500/- but not less than Rs 3050/-
III or 'C'	Less than Rs 8500/- but not less than Rs 5500/-
IV or 'D'	Less than Rs 12000/- but not less than Rs 8500/-
VA or 'E'	Less than Rs 15100/- but not less than Rs 12000/-
VB or 'E'	Less than Rs 18400/- but not less than Rs 15100/-
VIA or 'E1'	Less than Rs 22400/- but not less than Rs 18400/-
VIB or 'E1'	Less than Rs 24500/- but not less than Rs 22400/-
VII or 'E2'	Less than Rs 26000/- but not less than Rs 24500/-
VIII or 'E3'	Rs 26000/- and above

10. The entitlement is determined with reference to the emoluments drawn by him on the date of application or the cut-off date prescribed for this purpose. Emoluments for the purpose of this rule means the emoluments as defined in FR/SR which includes Basic pay and stagnation increment, but does not include Non-practicing allowance.

11. The officers entitled for type IV(spl) and above may apply for accommodation below their entitled ,however such allotment will be made only when their turn on the normal waiting list for such accommodation is covered .

Waiting List preparation

12. The master waiting list will be maintained by the accommodation officer of the Coast Guard Station as applicable in terms of the applications received in the office.

13. Each time an accommodation meant for civilian employee falls vacant a quartering committee set up for this purpose will update waiting list and decide the allotment of the accommodations to the deserving applicants with due regards to their position in the waiting list.

14. For the purpose of preparing the waiting list following criterion will be flowed:

Type I to IV	Length of service i.e. the date from which the civilian employee has been continuously in the service
Type IV(spl) and above	Earliest date from which an employee is continuously drawing emoluments relevant to a particular type or a higher type in a post under the central Govt.

Change Waiting List

15. A change waiting list ,area wise/floor wise is maintained in first come first serve basis. The employee may apply on the form at **APPENDIX – B** for their desired locality/floor on the maturity of their turn on the initial waiting list. The length of service or pay drawn by him on the prescribed date will have no significance at this stage.

General procedure for Allotment

16. Allocation of vacancies is made as and when the vacancies are reported by the Accommodation Officer of the CG Station.

17. Allotment to an applicant is made on the maturity of his turn on the initial or change waiting list in the pool.

18. All the vacant houses reported by the Accommodation Officer are first considered for allotment against change waiting list and in case there are no applications for the said area/type of accommodation, the flat is offered to the senior most applicant on the initial waiting list. However, cases of compulsory shifting will be given priority.

19. Generally, due to the change waiting list, houses in central and popular localities/floor are not allotted against initial waiting list.

Acceptance of Allotment and follow-up action.

20. On receipt of allotment letter the CG employee is required to convey his acceptance within a period of 8 days from the date of issue of the letter failing which he is debarred for further allotment for period of one year. The acceptance on the prescribed form at **Appendix-C** may be submitted either personally or through an authorized representative along with the following

- (a) A certificate from the office regarding marital status on the date of allotment.
- (b) Surety bond in the prescribed form in case the employee is temporary.
- (c) Identity card.

21. On completion of necessary formalities, the Accommodation Officer will issue the authority slip as per **APPENDIX-D**, along with two copies of rent bill. One copy of the rent bill is to be forwarded to the CDA (Navy) for the deduction of license fee from monthly pay bill. The allottee should approach the concerned MES/CG Service Center for taking over the physical possession of the allotted house within the validity period of authority slip. While taking possession from the MES/CG service center, the following formalities are to be completed:

- (a) He should count each and every items of fitting/furnishing as per inventory list provided by MES/CG authorities.
- (b) Each deficiency should be brought out to the notice of the MES/CG staff under acknowledgement.
- (c) Obtain Occupation Report, duly signed by him and the MES/CG Rep.
- (d) He should approach for water and electricity connections to the concerned MES/Maint. offices.

Procedure for change of Allotment

22. Application for Change :

- (i) The application for change of accommodation is entertained in the same type only and the change to a higher type of accommodation is treated as a case of initial/fresh allotment.
- (ii) Only one change is permissible in a particular type of accommodation.
- (iii) The allottee desirous of change is required to submit an application in the prescribed form, duly forwarded by his office, at the Accommodation Office. After registration of the request a slip, showing the change waiting list number and the locality opted, is issue to the applicant.

23. Modification of change preference:

- (i) Applicants are entitled to make one modification in their change preference.
- (ii) Normally, an allottee can modify his change preference to another locality/floor before issue of allotment as per his change application.

(iii) The request for modification of change preference, after issue of change allotment, will however be entertained only after expiry of six months, on receipt of a request in this regard.

(iv) The applications seeking to modify the preference received before the 20th day of a calendar month shall be considered in the subsequent month.

24. Acceptance of change allotment and vacation of previous accommodation:

(i) On receipt of allotment letter for change of accommodation, the allottee is required to convey his acceptance within a period of 8 days from the date of issue of the allotment letter and to vacate the previous accommodation in his possession within a period of another 8 days from the date of occupation of the new accommodation.

(ii) Failure to vacate the previous accommodation within the prescribed period results in cancellation of allotment with penal consequences such as charging of license fee at damages rates and eviction proceedings under the Public Premises Act.

(iii) In certain cases of double occupation, both the two houses are liable to be cancelled.

Technical acceptance/area restriction for change allotment

25. If a CG employee is already in occupation of a lower type of accommodation and is offered initial allotment of higher type, he can accept the offer technically and may apply for change of accommodation as per his preference.

26. After completion of acceptance form and change form, duly forwarded by Dept. Concerned he will get the rent bill prepared in the section concerned and register himself for change at the Accommodation Office of the CG Station. Meanwhile, he will continue to occupy and pay license fee for the lower type of accommodation, besides one month's license fee in respect of higher accommodation.

27. A CG employee, who is not in possession of any accommodation, can also apply for area and floor restriction/change accommodation, after conveying technical acceptance of the offer of initial allotment. He will be charged license fee for period of one month only and will be eligible to draw HRA till an accommodation is offered on the change waiting list.

28. The request for restriction of area/floor can also be entertained prior to the maturity of the turn of the officer on the initial waiting list and the officer is put on change waiting list without charging any extra license fee, after his turn on the initial waiting list is covered.

Seeking reconsideration of allotment offered

29. In cases where the offer of allotment does not reach the applicant well within the period prescribed for acceptance of allotment, or the officer concerned is not in position to accept the offer by due date on account of his being on leave, tour etc. the request for reconsideration of allotment is entertained by the Accommodation Office, provided the reasons for reconsideration are duly authenticated by the Dep't/Unit concerned.

30. The name of such applicants are included in the waiting list of the next month and re-allotment is made on maturity of their turn again on the waiting list.

31. Reconsideration is also allowed in case of change of allotment on similar grounds.

Mutual exchange of accommodation

32. For the personal convenience of the two allottees, mutual exchange of accommodation is permitted on a request received from both allottees through their respective Departments/Units.

33. Such exchange is, however, permissible only in both the residence are in the same type/category and locality and both the officers are reasonably expected to be on duty in the same station and to reside in their mutually exchanged residence for at least six months.

Recovery of Licence Fee and Rate

34. The recovery of monthly license fee for the accommodation is made by the CDA(Navy) through the monthly pay bill of the allottee and the monthly recovery schedule is sent to the BSO/CDA for posting in the individual license fee account.

35. The license fee is charged at flat rate prescribed by the Govt. every three months. The existing rates of license fee for various types of accommodation in General Pool is indicated in **Annexure – I**

36. The license fee for retention period permissible under rules, in the event of retirement, transfer, death, etc. is required to be deposited in advance by the allottee through MRO (Military Receivable Order) to CDA(N) Mumbai.

Period of retention permissible after an allottee ceases to be eligible

37. An allotment if cancelled or is deemed to have been cancelled on the expiry of the concessional period permissible under rules after an allottee ceases to be on duty in an office eligible for CG accommodation or the he/she vacates the residence on his own. The retention period admissible including the concessional period, and the rates of license fee prescribed thereof for different situations are broadly indicated as under:

Sl. No.	Events	Period of retention	License fee payable
1.	Resignation, dismissal, removal, termination from service	One month In case of dismissal, removal and termination of service, on the recommendation of the Head of Deptt./Unit concerned, in public interest, the Accommodation Officer may cancel the allotment, either forthwith or w.e.f. such date prior to the expiry of the period of one month as may be specified by the Govt.	Normal license fee shall be payable for the first month and double the normal license fee shall be chargeable for the subsequent six months.
2.	Retirement (including voluntary	4 months	2 months-Normal 2 month-Double

	retirement) or terminal leave.		2 month-4 times 2-months-6 times
3.	Death	One year	Normal license fee for the entire period.
4.	Transfer outside the station	2 months	2 month-Normal 6 month-Double
5.	Temporary Transfer in India or transfer outside India	4 months	4 months-Normal 6 month-Double
6.	Deputation outside India	6 months	6 months-Normal 6 months-Double
7.	On proceedings on training	Full period of training	Normal license fee.
8.	Leave on medical ground	Full period of leave	Normal license fee.
9.	Study leave in or outside India	In case the accommodation occupied is below entitlement, for the entire period of study leave. In case the accommodation occupied is entitled type, alternate accommodation of one type below is allotted after expiry of 6 month,	Normal license fee.

Application for retention

38. An allottee seeking retention of accommodation may apply in writing on a **plain paper** within one month from the date of occurrence of the events necessitating such permission. The request for retention should be accompanied by a copy of the related Govt. order, supporting documents in case the retention is sought on medical/educational grounds, and advance payment through MRO to CDA(N) towards license fee at normal/enhanced rate, as applicable, for the period for which the retention has been sought.

Retention of Accommodation in Previous Station

39. Due to general shortage of accommodations in the Coast Guard the CG has not permitted any special dispensation in the event of transfer of a Coast Guard Civilian officer / Non Gazetted civilian personnel ,to out station for the residential use by their family.

Consequences of overstaval in residence after cancellation of allotment or unauthorized occupation

40. After cancellation of allotment under the Rules and beyond the period of retention permissible under 37 of the ibid Rules, the allottee is required to vacate the premises immediately and no further retention of the accommodation is permissible on any grounds whatsoever. However on extreme compassionate and humanitarian grounds, further retention beyond the period of permissible retention under Rule 37 may be permitted by the competent authority i.e the authority to allot the accommodation or cancel the accommodation, for a maximum period of one year on payment of damage charges as market rate as may be determined by the estate officer of the Coast Guard Station appointed the Commanding Officer in line with the provisions of Section 3 of the Public Premises (Eviction of Unauthorised Occupants) Act 1971.

41. The allottee is charged license fee at damages rates as fixed from time to time. For the period of unauthorized occupation, present rates of damages are Rs. 75/- per Sq met per month in respect of accommodation up to Type – IV and Rs. 110/- per Sq meter per month in respect of hostel type and Type – IV (spl) and above for the period of unauthorized occupation.

42. Eviction from the premises is also resorted to under the provisions of the Public Premises (Eviction of Unauthorized Occupants) Act, 1971. For recovery of arrears of license fee/damages, the Govt. also initiates recovery proceedings under the PP Act, 1971.

Surrendering of Coast Guard Accommodation

43. When the period of allotment subsists, the allottee is required to give 10 days **notice** to the CG station before vacating the premises on form at **APPENDIX-E** When the allotment stands canceled, no such notice is however required.

44. Before vacating the premises, the allottee should get the electricity and water connections disconnected and final bill settled with the local bodies.

45. The MES/CG service center be handed over the vacant possession of the accommodation, after getting inventories checked and the allottee should obtain the **vacation report** as per part II of **APPENDIX-E**, duly signed by the MES/CG Rep. A copy of the vacation report should also be sent to the CG Station.

“No Dues Certificate” (NDC) from the CG station

46. The allottee is required to submit an application for “No Dues Certificate” in the relevant proforma one year prior to retirement or superannuation. The concern Coast Guard station in turn is to intimate the CDA (Navy), Mumbai and obtain a certificate about outstanding license fee if any against the allottee. The CDA(Navy) will ensure the recovery of outstanding license fee and send certificate to this effect to the concerned Coast Guard Station eight months prior to retirement of the allottee.

Rules regarding sharing of accommodation and what amounts to subletting

47. While personally residing in the premises allotted, the CG official may share the accommodation, with prior intimation on the prescribed format to the CG Stations within a period of one month. Following categories of persons have been declared eligible to share accommodation with prior intimation:

- (a) CG employee eligible for CG Pool accommodation;
- (b) Family of the officer/employees transferred to other stations;
- (c) Retired CG Civilian Officers and Coast Guard Non Gazetted civilian Personnel.

48. If an allottee shares the accommodation with an in-eligible person or he himself does not reside in the premises, but the same is occupied by others (whether eligible for sharing or not), he is held to have sublet the house.

49. Sharing of accommodation, even with eligible persons, without prior intimation, also amounts to subletting of house.

50. In case of subletting or sharing of accommodation with unauthorized persons, the CG station after detailed enquiry may :

(a) Cancel the allotment;

(b) Debar the CG employee for further allotment for the remaining period of service;

(c) Take up the matter with the Deptt/Unit concerned for initiating disciplinary proceedings against the delinquent govt. servant under Rule 14 of the CCS(CCA) Rules, 1965.

(d) or combination of any of the above .

Use of accommodation, Garage etc. for other purpose and undertake additional construction therein

51. Residential accommodation is allotted to CG employee for his bonafide residential use and therefore, its uses other than residential shall be treated as misuse of garage by allowing persons to occupy the same also entail cancellation of the allotment.

52. No unauthorized construction, even temporary in nature, can be undertaken by an allottee. In case such unauthorized construction are reported to the CG Station by the MES/CG Rep, the allottee is issued notice for removal of the same within a period of 30 days failing which the allotment is liable to be cancelled, with all penal consequences, after expiry of the notice period.

Securing of temporary allotment of additional accommodation

53. An allottee can secure temporary allotment of CG accommodation of the type to which he is entitled or of the type in which he is residing, in the same or nearby locality, for the marriage of any member of his family or self. The period of allotment is normally restricted to seven days and the application on the prescribed format is required to be submitted along with necessary documentary proof.

54. Market rate of license fee is payable in advance through MRO to CDA(Navy) for the entire period of the allotment.

55. Any ambiguity on interpretation of these rules are to be referred to the Coast Guard Headquarters for resolution.

Annexure-I
(Refers to para 35 of Enclosure-II)

Statement showing the revised flat rate of license fee applicable for Coast Guard civilian residential pool accommodation through out the country w.e.f. 1.7.1999. The license fees are subject to revision in accordance with Govt. orders from time to time.

Type of accommodation	Range of living area (in sq.mt)	Flat rates of license fee w.e.f. 1.7.1999	Remarks
1	2	3	4
I	Up to 30	20	Quarters sharing toilet facilities meant for more than two quarters.
I	-do-	26	Quarters sharing toilet facilities meant for two quarters.
I	-do-	46	Old quarters with plinth area less than 300 sq.ft
I	-do-	58	Quarters with plinth area 300 sq.ft or more
II	More than 26.5 and up to 40	104	
II	41 to 50	133	
III	More than 34.5 and up to 55	145	
III	56 to 65	177	
IV	59 to 75	196	
IV	76 to 91.5	245	
E	Up to 106	289	
E	Beyond 106	351	
E.I	Up to 159.5	430	
E.II	Beyond 159.5	514	
E.II	189.5 to 224.5	604	
E.III	243 to 350	866	
E.III	320.5 to 522	1274	

For servant quarters and garages allotted independent of the regular accommodation, following flat rates may be recovered :-

Sl.	Accommodation	Revised rates
1.	Servant quarters	Rs.20/-
2.	Garages	Rs.12/-

Note:

These rates would be subject to maximum ceiling of 10% monthly emoluments of the allottee as well as charges as in terms of Govt. orders.

APPENDIX – “A”
(Refers to para 8 of Enclosure-II)

APPLICATION FOR RESIDENTIAL ACCOMODATION
FROM COAST GUARD CIVILIANS
RESIDENTIAL ACCOMMODATION POOL

1. Name of the Officer
2. Service/Personal No.
3. Grade
4. Pay Scale of the Grade
5. Date of Birth
6. Present Basic pay in the Pay scale
(enclose proof)
7. Present emoluments
8. Type of Accommodation applied for
9. Date of joining Service
10. Date of Retirement
11. Date since drawing emoluments
applicable to sought accommodation
12. Date of joining present unit
13. Whether permanent/temporary employee
14. Whether debarred from allotment of Govt
accommodation earlier.
15. Whether on deputation from other dept.
to Coast Guard

Date:
Place:

Signature of Officer

APPENDIX – “B”
(Refers to para 15 of Enclosure-II)

APPLICATION FOR CHANGE OF ACCOMODATION

1. Name of Officer
2. Type of accommodation presently held ,
Location ,floor and date of occupation
3. Type ,Location ,floor of the Govt
Accommodation sought in place of
Accn. held/allotted
4. Whether mutual exchange sought
Give details of officer with whom
Accn. is to be exchanged
5. I hereby undertake to pay one month’s license fee as per the rules .(in case of restricted allotment)

Date:
Place:

Signature of applicant

APPENDIX – “C”
(Refers to para 20 of Enclosure-II)

**ACCEPTANCE OF ALLOTMENT OF RESIDENTIAL ACCOMMODATION FROM COAST
GUARD CIVILIAN ACCOMMODATION POOL**

The Commader/Commading Officer
Coast Guard Station /DHQ- ---

Sir,

I accept the allotment of residential accommodation made to me and give my requisite particulars as follows:

1. Name
2. Personal No.
3. Allotment Authority and date
4. Is this allotment for appropriate Type applicable to the emoluments? (applicable for type 'E' and above)
5. Whether self or spouse owns a house within the limits of local/adjoining municipality?
6. Date of receipt of allotment letter
7. Type of house allotted and location
8. Date of priority of accommodation allotted
9. Date from which continuously employed under central Govt.
10. Whether belongs to SC/ST

11. Whether permanent or temporary employee

12. Date of superannuation

Date

Signature

APPENDIX-“D”

(Refers to para 21 of Enclosure-II)

Coast Guard Station

No.

200

The Garrison Engineer

ALLOTMENT OF RESIDENTIAL ACCOMMODATION

TO _____

Shri
under:

has been allotted residential accommodation as

Type :

Location:

2. It is requested that :

- (a) House inventory be handed over and got signed from the allottee.
- (b) Forward occupation report to undersigned.
- (c) Electricity and water meter readings noted and occupant guided for reconnections.

Accommodation Officer
For Commanding Officer/
Commander

APPENDIX-“E”

(Refers to para 43 & 45 of Enclosure-II)

**APPLICATION FOR SURRENDER OF
RESIDENTIAL ACCOMMODATION**

The Commander/Commanding Officer

CGS _____

Sir,

I wish to surrender residential accommodation allotted to me. The details of the same are as follows :

1. Name of officer surrendering accommodation
2. Type, location and address of accommodation
3. Authority and date of allotment
4. Date of occupation
5. Reason for surrender of accommodation
6. Whether electricity/water bills paid and date up to which paid
(enclose copies of bills and receipts)
7. Present meter readings.,

Signature of officer

Surrendering accommodation

II

1. Inventory taken over with following deficiencies:

2. Electric/water meter readings :

Maint-in Charge/MES Rep

Date