

Norms for Preparation of Seniority list for allotment of Company's Qtr. at MCL Hq. (Executives)

1. **Basic Pay:** One point for every Rs. 1000/- or part excess of Rs.500/-.
2. **Grade Seniority:** Two points for each completed years or part excess of six month.
For D-Type (Duplex): From the date of Coming to E-8 Grade, in case of HOD (First Preference)
For D-Type (Duplex): From the date of Coming to E-7 Grade, in case of GMs and HOD in E-7(Second Preference)
For D-Type (Flat): From the Date of Coming to E-7 Grade.
For C-Type (Flat): From the Date of Coming to E-3 Grade.
For B-Type (Flat): From the Date of Coming to E-1/E-2 Grade.
3. **Station Seniority:** Two points for each completed years or part excess of six months of station seniority for entitled type of accommodation:
For D-Type (Duplex): From the date of joining at MCL HQ after coming to E-8 Grade in case of HOD (First Preference)
For D-Type (Duplex): From the date of joining at MCL HQ after Coming to E-7 Grade in case of GMs and E-7 not having HOD status (Second Preference)
For D-Type (Flat): From the date of joining at MCL HQ after Coming to E-7 Grade.
For C-Type (Flat): From the date of joining at MCL HQ after Coming to E-3 Grade.
For B-Type (Flat): From the date of joining at MCL HQ after Coming to E-1/E-2 Grade.

In case of a tie of the total mark of the above in between two or more executives, the following points have been taken into consideration for preparation of seniority:

1. Senior in grade may always be placed above junior.
2. Date of coming to present grade has been taken into consideration in case of tie in between two executives of same grade.
3. If there is tie in between two executives in both grade and date of coming to present grade, the date of coming to previous grade has been taken into consideration.
4. If still there is tie, date of birth has been taken into consideration.

Entitlement of Quarter as approved by the FDs:-

| Sl. No. | Designation | Type of Accommodation | Preference |
|---------|--|-----------------------|----------------------------|
| 1 | GM(E-8) having HOD status | D Type (Duplex) | 1 st preference |
| 2 | GM(E-8) NOT having HOD status Dy.GM (E-7) having HOD status | D Type (Duplex) | 2 nd preference |
| 3 | E-7 not having HOD status | D Type(Flat) | As per Norms |
| 4 | E-3 to E-6 | C Type [Two Lists] | As per Norms |
| 5 | E-1 and E-2 | B Type | As per Norms. |

Note:- Seniority list as prepared as on _____ shall remain valid till _____.

As per the Decision of the FDs in its 381st meeting held on 02nd March 2014, the modification in the House Allotment Policy of MCLHq. is as under:

- i) The combined list of executives (E-3 to E-6) for allotment of "C" type Quarters be split into two as List "A" for E-5 and E-6 executives and List "B" for E-3 and E-4 executives.
- ii) Allotment of "C" type Quarter be made from the List A and List B alternatively i.e. allotment of 1st Quarter to te executives from List A, 2nd Quarter to the executives from List B, 3rd Quarter to the executive from List A and so on.
- iii) Seniority list be prepared accordingly, before allotment.
