



MAH AN AD I COALFIELDS LIMITED

OFFICE OF THE GM(P/IR)
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Ref No: MCL/GM/IR/2014/2090

Dt: 11.12.2014

To,
The CGM/GM/CMS,
MCL, Jagannath/Bharatpur/Talcher/Kaniha/Hingula/Lingaraj/NSCH-Talcher/CWS-Talcher/ Orient/
Lakhanpur/IB Valley/ Basundhara - Garjanbahal/CWS-IB Valley/
Dy.GM, MCL, BBSR/Kolkata

Sub: House Allotment and Administration Rules For Non Executives of MCL Dear Sir(S),

Enclosed please find herewith a copy of House Allotment and Administration Rules for Non Executives of MCL duly approved by the FDs in their 391st meeting held on 24.11.2014.

You are requested to ensure strict compliance. Under no circumstances there should be deviation from the Rules for allotment of quarters to Non executives.

Yours faithfully

End: As above

General Manager (P&IR)
15/12/14

Copy To:

1. Dy.GM(IR),MCL
2. The APM, MCL,
Jagannath/Bharatpur/Talcher/Kaniha/Hingula/Lingaraj/NSCH-Talcher/ CWS-
Talcher/Lakhanpur/IB Valley/Orient/Basundhara - Garjanbahal/CWS-IB Valley
3. Chief Manager (Pers.), MCL, BBSR
4. TS to D(P), MCL



HOUSE ALLOTMENT AND ADMINISTRATION RULES FOR NON EXECUTIVES OF MCL

1. Short Title, Extent and Commencement:

The Rules will be called the House Allotment and Administration Rules for Non Executive Employees of Mahanadi Coalfields Limited. These rules shall be applicable to all the Company's Quarters / Residential accommodation under the administrative control of Mahanadi Coalfields Limited. These Rules shall supersede all previous Orders and instructions regarding the allotment of Quarters and shall come into force from the date the same is communicated.

2. Definition:

1. For the purpose of these Rules, the expression:

- (i) "Allotment Order" means an order signed / issued by or on behalf of the Competent Authority for the occupation of a particular accommodation.
- (ii) "Company" means the Mahanadi Coalfields Limited.
- (iii) "Competent Authority" means the Director (Personnel), for Headquarters, CGM/GM's of Areas/Workshops in respect of their own areas, CMS in respect of NSCH/CH/RH and Project Officer / Sub Area Manager's in respect of their own units.
- (iv) "Completed years of Service" means the completed years according to English Calendar month for particular class or accommodation the employee shall be entitled to.
- (v) "Employee" means a permanent employee of the Company as defined in the certified standing order of the company and includes persons working on lien or on deputation from Central and State Government or other Public Organizations.
- (vi) "Emoluments" means basic pay per month for the purpose of determination of house rent.
- (vii) "Family" means the member of the family of the employee and dependants residing with him/her.

(viii) "House Allotment Committee" means the Committee constituted by the Competent Authority for consideration of an application / proposal and submission of recommendation for allotment of residential accommodation to the Company's employees.

(ix) "Residence" means all quarters, buildings and structures under the control of the Company which are used for providing residential accommodation to its employees including compounds and wherever provided and also include the houses, buildings and structures taken on lien or hired by the Company.

(x) "Penal Rent" means the penal rent as notified and revised by the Company from time to time.

(xi) "Subletting" means letting out of the residential accommodation by the allottee to an individual or organization with or without any rent or charge and includes sharing of the accommodation by the allottee with another person or organization with or without any payment, without the written permission of the Competent Authority.

Notwithstanding anything contained in any other Rule(s) for the time being in force, all occupation of the residential accommodation by any employee or group of employees or non-employee without the allotment order issued by or on behalf of the Competent Authority shall be treated to be unauthorized and the person(s) so occupied shall be liable to be evicted besides payment of penal rent and other disciplinary action.

Management reserves the right to revise or amend these rules from time to time in consultation with and consent of the corporate JCC members.

3. Constitution of House Allotment Committees:

There will be House Allotment Committees at Headquarters Level, Area Level and Unit / Project / Sub Area level as detailed below:

A. At Headquarters Level:

It shall constitute of the following members:

- | | |
|---|------------------|
| i. General Manager(IR), or his nominated representative | Chairman |
| ii. One officer from Admn. Department | Member Secretary |
| iii. Officer-in-charge of Township | Member |
| iv. One officer of Finance Department | Member |
| V. Two representative from each trade union covered under IR System | Member |
| vi. One representative from SC/ST Association (The role of SC/ST member shall be restricted exclusively to oversee the interest of SC/ST employees as regards to roster points for allotment of Quarters) | Member |

B. At Area/CH Level:

It shall constitute of the following members:

- | | |
|--|------------------|
| i. GM (Operation) / Staff Officer (Mining) | Chairman |
| ii. Area Personnel Manager / Nominated Representative | Member Secretary |
| iii. Staff Officer (Civil) / Nominated Representative | Member |
| iv. Staff Officer(EEtM) / Nominated Representative | Member |
| v. Area Finance Manager / Nominated Representative | Member |
| vi. Two representative from each trade union covered under 1R System | Member |
| vii. One representative from SC/ST Association (The role of SC/ST member shall be restricted exclusively to oversee the interest of SC/ST employees as regards to roster points for allotment of Quarters) | Member |

C. At Unit/Project/Sub Area Level/RH:

It shall constitute of the following members:

- | | |
|---|--------------------|
| i. Colliery Manager | : Chairman |
| ii. Personnel / Welfare Officer | : Member Secretary |
| iii. Unit / Project Engineer (Civil) / Nominated Representative | : Member |
| iv. Unit / Project Engineer (E&M) / Nominated Representative | : Member |
| v. Unit / Project Accounts Officer / Nominated Representative | : Member |
| vi. Two representative from each trade union covered under IR System | : Member |
| vii. One representative from SC/ST Association | : Member |
- (The role of SC/ST member shall be restricted exclusively to oversee the interest of SC/ST employees as regards to roster points for allotment of Quarters)

At Headquarter level, the recommendations of the House Allotment Committee will be submitted to the Director (Personnel). At Area and Project / Sub Area level, recommendations will be submitted to the CGM / GM of Area and Project Officer / Sub Area Manager for approval respectively. At NSCH/CH/RH, the recommendations of the House Allotment Committee will be submitted to respective CMS(I/C) of NSCH/CH/RH respectively.

4. Tenure of House Allotment Committee Members:

The tenure of all House Allotment Committee shall be of 03(Three) years from the date of it's constitution.

5. Eligibility of employees for type of Quarters:

The norms determining eligibility of employees for type of quarters are detailed below.

SI No.	Type of Quarter	Plinth Area	Category of Employees entitled
A.	Type - B / 1C	63 sqm.	Employees in TETs Gr.A-1, TETs Gr.A, T6S Gr.B, Excv.Gr.Special, Excv.Gr.A, Excv.Gr.B and Clerical Special Grade

Sl No.	Type of Quarter	Plinth Area	Category of Employees entitled
B.	Type - IB	46 sqm	TfrS Gr.C, Clerical Gr.III and above
C.	Type-A	45 sqm	All non executive employees other than those specified at (A & B) above.

The Type-MQ quarters are to be considered as Type-A quarters for all purposes and shall be guided by one seniority list. Similarly, Type-2A are to be considered as Type-B for all purposes and shall be guided by another seniority list. LCH quarters wherever available in good condition shall be allotted to Cat-1 employees.

6. House Rent Recovery and Rent Free Accommodation:

In respect of recovery of house rent from the employees provided with residential accommodation, status quo will be maintained. The cases of the employees entitled to rent free accommodation will be governed as per terms and conditions of their appointments / NCWA. They will, however, be required to pay electricity charges according to the rates decided by the Company from time to time.

7. Right of the Competent Authority to allot Residential Accommodation:

A total 10% of total clear vacancies of houses in each type shall be reserved by the Competent Authority to be known as Management Quota for allotting the same to employees. These houses shall be allotted to the employees at the Project, Areas and Hqrs. as per discretion of the Competent Authority. While exercising their discretion they will record their reasons in writing and inform the concerned House Allotment Committee.

The names of the allottee out of the Management Quota shall be retained on the seniority list of their entitled type of quarters and when they come within the seniority range by their own rights, their allotment shall be deemed to have been made on the seniority basis and the Management Quota quarters shall be released to be allotted to others at the discretion of the Management.

8. Allotment of Quarters to Dependants of Employees dying in harness:

The dependant of employee who dies in harness and has been offered employment should be allotted the same quarter (earlier allotted to his/her father/mother as the case may be) if he/she is entitled for the same, if he/she is not entitled for the same the dependant shall be allotted quarter for which he/she is eligible on priority basis. Till such alternate quarter is allotted, the dependant along with his family members shall be allowed to continue in the company's accommodation provided to his/her father/mother as the case may be.

9. Reservation

A total 10% of total clear vacancies in A & B Type shall be kept reserved for allotment to SC/ST employees in terms of Government of India O.M. No. 6/4/88- BPE (-1) dated 10.04.1981.

10. Norms for allotment of Quarters

For drawing of seniority list for allotment of quarters, seniority list for each type of Quarter(i.e Type-A and Type-B) shall be drawn separately by the Personnel Department of the respective mine / Area and the same to be ratified by the House Allotment Committee. The updated list shall be displayed on 1st January by taking cutoff date as 30th September of previous year and panel will be valid for one year.

For drawing up the seniority list for allotment of quarter the following point system shall be adopted:

a. Weightage for Basic Pay

The **Basic salary** (Basic pay alone) of the employees based on the CIL's scale of pay / NCWA shall be taken into consideration. For monthly paid employees, every ' 100/- of the basic pay shall be credited one point and for part of a hundred i.e. ' 51/- and above shall be credited one full point and amount less than or equal to ' 50/- shall be ignored. In case of daily rated employees, the daily basic shall be multiplied by 26 and the figure so arrived shall form the basis of computing points as given above.

b. Weightage for length of service in CIL / Subsidiary companies

No. of completed years of service shall also earn points. Every completed years of service starting from the date of appointment in CIL / Subsidiary (i.e. from initial date of appointment to cut off date) shall earn one point and for part of a year i.e. more than 6 (six) months shall earn a full point and less than 6 (six) months shall be ignored.

c. Weightage for seniority in Station

Station seniority shall also earn points. Stay at station of each year shall earn 02 points and for part of a year, a stay of 6 (six) months or more shall earn 02 points and less than 6 (six) months shall be ignored.

d. While drawing up Seniority List for Type-B quarters in addition to point (a) and (c) mentioned above the employee concern shall earn 05 points for each completed year from the date he / she became eligible for Type-B quarter to cut off date, i.e. point a.+ point c.+ point d.

e. For determining Seniority in case of a tie of points

(i) in the case of tie - employees with same number of points, employee who joined at station earlier (station seniority) shall get preference.

(ii) If the seniority cannot be decided by point no. d(i) above, the employee who is in a higher grade shall be the senior. If the tie is between the employees of the same grade, those who entered the grade earlier shall be taken to be senior, if the above measures fail to resolve the question of seniority an employee whose date of appointment in the service of MCL /CiL is earlier shall be taken to be senior. If all the above measures fail to resolve the question of seniority, an employee whose date of birth is earlier shall be taken to be senior.

f. "Request Transfer" should not be a bar for determining seniority for allotment of quarters.

11. Allotment of Accommodation:

a. All allotment of residential accommodation will be made subject to availability of the same on payment of usual monthly rent except in case of rent free accommodation.

b. No allotment of quarters will be made to those who have been given house building loan for construction of house within 8 Kms radius from their place of posting.

c. The Competent Authority may cancel any existing allotment of an employee and allot him another accommodation on the recommendation of the House Allotment Committee in the Company's interest to change the accommodation giving specific reasons in writing.

d. The Competent Authority reserves the right to cancel quarter allotment order of any employee in the Company's interest on the recommendation of the House Allotment Committee.

e. in case, both husband and wife are the employees of the Company, only one quarter will be allotted either in the name of the husband or the wife if they are posted at one place. They will be entitled to separate quarters in case of judicial separation by the Court of Law.

f. In case of non-availability of the type of accommodation to which a particular employee is entitled, the employee may be allotted lower type of quarter on his willingness to accept the same.

g. At a point of time when allottees to the lower type of accommodation against clause (f) above are allotted higher type of quarters entitled to them, the vacancies created in the lower type of quarters shall be released for allotment to other incumbents in similar position. In case, however, there are no such

incumbents who are willing to accept lower type of accommodation, the same may be released to be allotted to the entitled employees on the basis of seniority list prepared for that type of quarter.

h. All allotments shall be made on the basis of points covering the Basic and Seniority as laid down in Rules and normally remain valid for a period of one year. In case, however, the seniority list is exhausted by allotment of Quarters, fresh list may be drawn up at any time before expiry of one year. No insertions shall be permitted in the list once the names are finalized.

i. HAC of one Area / Unit /Establishment should not recommend for allotment of quarter under administrative control of other Area / Unit /Establishment, except in respect of those areas, who don't have colonies of their own.

12. Acceptance / Non-acceptance of Quarters:

a. Every allottee shall take possession of the quarter allotted to him in vacate condition within 15 days from the date of receipt of their allotment order, from the previous occupant in presence of Management representative / Security personnel. If the allottee fails to occupy the allotted quarter within the prescribed period, the allotment order will be cancelled automatically. In case, he is occupying residence provided by the company at any other place, he shall have to vacate that also. Penal rent shall be charged if the accommodation is not vacated within 15 days of issue of such notice and he shall be liable for disciplinary action.

Provided that on showing sufficient reason by the allottee to the satisfaction of the Competent Authority and HAC members, such allottee may get further extension of time for occupying allotted vacant accommodation. On expiry of the stipulated period specified in the allotment order and / or extended period, if the concerned employee does not shift to the quarter allotted to him, he shall forfeit his claim for allotment of company quarters for a period of One Year.

b. If an employee fails to vacate any accommodation allotted to another employee, he has to submit representation against the allotment of quarter to the competent authority within 30 days of the issue of the allotment order. The competent Authority will have the right to summarily reject any representation submitted after the expiry of 30 days period, in consultation with the House Allotment Committee if the employee fails to give satisfactory reasons for delayed submission of the representation. In such a case, the concerned employee will have to vacate the premises within 30 days after the date of communication of the order of rejection of the representation of the concerned employee failing which penal rent will be charged.

c. An employee can surrender his residence after obtaining prior permission of the competent authority. In case an employee surrenders his allotted residence, no HRA shall be payable.

d. In case an employee is allotted a quarter at his new place of posting but shows sufficient reasons to the satisfaction of the competent authority that it will not be possible for him to vacate his old accommodation, the Competent Authority may allow him to retain his old accommodation for a period not exceeding six months. In case accommodation is not provided at his new place of posting, he may retain his old accommodation till allotment of quarters at new place of posting. Occupying the quarter beyond the stipulated period shall attract penal rent and the employee shall be liable for disciplinary action.

e. In case where the employees are staying in rented houses and do not shift to the allotted quarters, the officer in charge for such allotment shall obtain order from the competent authority for discontinuation of house rent allowance admissible to the concerned employee(s). No employee shall change his / her residence without obtaining prior permission from the competent authority.

f. Ordinarily, no change of allotted quarter shall be permissible within one year of the allotment of such quarter except in case of transfer on deputation, study leave or when an employee becomes entitled to a higher class of accommodation.

13. Maintenance of accommodation and responsibility of the occupants:

a. General maintenance of accommodation will be responsibility of the Department in charge of town administration.

b. The employee occupying an accommodation will be primarily responsible for safeguarding the fittings and fixtures which have been provided to the occupants in normal conditions and the employees shall have to make good any loss or damage as done by him / her.

c. Without specific written approval of the competent Authority, the employee / occupant should not do any additions / alterations to the building which will attract cancellation of the allotment and also liable for disciplinary action. The competent authority may consider any useful addition or alterations suggested by the occupant of the quarter.

d. No employee shall make any addition / alteration in the electric connection or sanitary fittings without prior permission of the competent authority.

e. Cows, buffaloes, goats and other animals etc. are not permitted to be kept in the quarters or within the Colony premises.

f. The quarters allotted to the employees are not to be subletted or given free of hire charges to any other persons partly or wholly. In case of violation of this rule, penal rent will be charged for the building and the employee shall also attract other disciplinary action apart from being asked to vacate the quarter immediately.

- g. No allottee shall use / install and use loud speakers or similar devices which cause noise pollution or prove to be a source of nuisance in the township without prior permission of the Competent Authority. In case of violation of this rule, the employee shall attract disciplinary action apart from being asked to vacate the quarter immediately.
- h. Tampering with electric meter, points or plugs are an offence, punishable under Indian Electricity Act, 1958 and any employee who tampers with installation will be liable for disciplinary action.
- i. No employee shall use the accommodation allotted to him / her for purpose other than residential purpose for him / her and his / her family.
- j. The competent authority shall have the right to depute any officer, staff and HAC members of the Company to inspect any of the residence belonging to the Company without giving notice to the occupant concerned.
- k. Failure to observe any rules as mentioned above will lead to declaration of the employee an unauthorized occupant and he / she shall be liable to pay penal rent and damages for the concerned quarter and be evicted there from.

14. Sharing of Accommodation:

Generally, sharing of accommodation will not be permitted. In case more than one employee wants to share a particular accommodation, they may be allowed to do so, on recommendation of HAC only if both the employees have more than 15 years of service left. Joint allotment of quarter of a senior employee with that of a junior is prohibited. On sharing of accommodation HRA shall be paid as per norms prescribed by JBCCI / NCWA.

15. Transit Accommodation:

In order to acquire land for mining operation Management may declare quarters (preferably allotted to outsiders) as Transit accommodation. The land oustees who are to be provided with quarters as transit accommodation are to be identified by the management in consultation with House Allotment Committee members in a fair and transparent manner. The period of transit accommodation shall be for six months and on expiry of the said period the land oustee has to vacate the transit accommodation provided to him. In case the land oustee concerned wants to occupy the allotted transit accommodation for more than 06(six) months he may do so with permission of competent authority.

16. Change of Accommodation:

Change of accommodation by mutual consent of the employees and recommendation of HAC members shall be allowed on the following conditions:

- (a) The employee concerned should be eligible for the quarters they are to occupy on change of accommodation.

{b} The quarters must of same type.

(c) Change of accommodation on mutual consent can be done only on approval of the General Manager of the Area's concerned if the employees belong to separate areas. Similarly in case of employees belonging to separate establishment under one area change of accommodation on mutual consent can be done only on approval of competent authority of both the establishment. Such orders may be issued from either end,

17. Application for allotment:

a. Any employee in need of Company's Quarters (either for fresh allotment or change of quarters) will submit application to the management in the prescribed form recommended by the Controlling officer (enclosed at Schedule -1).

b. A declaration form (enclosed at Schedule - II) will have to be submitted by the employee concerned in the prescribed format.

The House Allotment Committee or the Competent Authority will not consider the application if it is received without the Declaration form.

18. Termination of allotment on expiry permissible period for retaining company's accommodation:

a. While in the employment of the Company, the allotment of Quarter will be deemed to have been terminated after expiry of 06(six) months if the employee is transferred to a different place from the existing place, provided he is allotted a quarter at his new place of posting.

b. The allotment will also stand terminated when the employee, due to any reason, ceases to be in the employment of the Company. The permissible period for retaining company's accommodation in the event of on retirement, transfer, termination etc as the case may be are shown in the table below:

Sl. No.	Event	Permissible period for retention of accommodation before vacation	Remarks
1.	Transfer to a place outside the station of allotment of residence	06 (Six) Months	Subject to allotment of quarter at new place of posting
2.	Transfer within the field	01 (One) Month	Subject to allotment of quarter at new place of posting
3.	Resignation / Dismissal / Removal from service or termination of service	01 (One) Month	

Sl. No.	Event	Permissible period for retention of accommodation before vacation	Remarks
4.	Deputation / Transfer outside this organization	06 (Six) Months	
5.	Retirement due to Superannuation	03 (Three) Months	

c. During the permissible period of retention of residence as mentioned in column- Iii of the table above, rent may be realized at the rate as was being paid by the allottee before the occurrence of the specified event. In the case of an allottee overstaying the period of grace as mentioned in column-iii of the table with the approval of competent authority for valid reasons, the allottee shall be charged twice the rent as was being paid before the occurrence of the specified event for the period exceeding the said grace period.

d. If an allottee continues to occupy the Company's accommodation without permission of the competent authority the allottee shall be charged penal rent from the date of commencement of such unauthorized occupation.

18. Appeal:

Any appeal of representation shall be preferred before the Director(Personnel) or the CGM/GM within 15 days of issue of order and decision of competent authority shall be final and binding.

19. Interpretation of the Rules:

Any doubt or dispute arising in respect of interpretation of any of these rules shall be referred by CGM/GM's or as the case may be to the Director(Personnel), and decision of Director(Personnel) shall be final and binding.