

## HOUSE RENT ALLOWANCE RULES

### 1. SHORT TITLE & COMMENCEMENT

- 1.1 These Rules may be called the House Rent Allowance Rules, 1972. Except where otherwise specifically provided for by an executive order, direction or instruction, these rules shall come into force with effect from 1st July, 1972.

### 2. ELIGIBILITY

- 2.1 These rules shall cover all employees of the Bharat Coking Coal Limited appointed in or working against the posts sanctioned in the BCCL Executive Cadre provided they have not been allotted residential accommodation owned, controlled or hired by the company.
- 2.2 An employee from other organisation, undertaking or Govt. department on deputation to the Bharat Coking Coal Limited shall also be entitled to the house rent allowance in accordance with these rules provided there is nothing repugnant or contrary to it in the terms and conditions of his deputation. Like wise an employee under a fixed pay or fixed term contract may also be entitled to the House Rent Allowance provided there is nothing contrary to it in the terms of his contract/agreement.
- 2.3 These Rules shall not apply to personnel from foreign countries or consultants who will be governed according to the terms and conditions of their appointment or contract, as the case may be.
- 2.4 These rules shall also not apply to part time employee and trainees on stipend or fixed pay.

### 3. LIMITATIONS

- 3.1 An employee who refuses or surrenders accommodation offered to him by the Company shall not be eligible for House Rent Allowance.
- 3.2 In case both husband and wife are employees of the Company working within a radius of 8 k.m. from each other only one of them, at the option of the couple, shall be eligible for the house rent allowance. Provided that this will not apply where the husband and wife are residing separately in pursuance of an order of Judicial separation made by any Court.
- 3.3 Where two officers in occupation of separate residences marry each other, one of them shall cease to draw the house rent allowance after one month from the date of their marriage. In case, both the residences are under the administrative control on the company, they shall within one month from the date of the marriage, surrender one of the residences to the company.
- 3.4 If an employee who is drawing house rent allowance, is transferred to another station involving change of residence and leave behind his family at the old station, he shall be eligible for house rent allowance at the new station, for a maximum period of 6 months, in the following manner, from the date of release in the old station provided that he has taken over duty in the new station, and not been allotted accommodation by the company at the new station, and also provided further that he does not draw separately any house rent allowance for this period, at the new station.

In case he has been allotted a residence at the new station (place of posting) his entitlement to House Rent Allowance at the old rate, will be limited only to the period of joining time.

- (i) During 1st 2(two) months : At the same rate at which it was drawn at the old station.
- (ii) For the next 4 (four) months : At the rate at which it was being drawn at the old station or the maximum amount that would have been admissible to him at the new station, had he taken a residence on rent, at the new station, whichever is less.

Authority :

CIL's OM No. C-5(B)/50727/808, dated 24.11.1978.

- 3.5 If an employee, drawing house rent allowance is on leave, he shall be entitled to house rent allowance for the full period of leave, to retain his accommodation provided that he returns to his old headquarters on the expiry of his leave he should be transferred in the mean time,

to some other place, involving change of residence, his case shall be governed in accordance with Rule 3.4.

- 3.6 Should an employee resign from the service of the Company during the period of his leave, he shall be entitled to house rent allowance for a maximum period of one month only.
- 3.7 Should an employee's services be terminated or he be dismissed from the employment of the company, he shall cease to draw house rent allowance w.e.f. the date such an order or termination or dismissal is passed against him.

#### **4. DEFINITIONS**

- (a) 'Pay' means the basic pay and
- (i) Deputation Allowance
  - (ii) Special Pay
  - (iii) Non-practicing Allowance (for doctors)
  - (iv) Personal Pay
  - (v) Charge Allowance (for Mining Engineers posted in fields)
  - (vi) Special Pay (for officiating in higher posts or combination)
  - (vii) Acting Allowance (for acting in short-term vacancies)
- (b) 'Competent Authority' means :
- (i) Area General manager-for all officers posted under his administrative control in his area.
  - (ii) General Manager (Sales & Marketing) Calcutta-for all employees posted at Calcutta.
  - (iii) Director (Administration) for Area General Managers.
  - (iv) Director (Finance) for General Managers (Sales & Marketing).
  - (v) Functional Directors - for the respective employees posted directly under them at the headquarters, provided that except in case of Chiefs and Addl. Chiefs the functional Directors may delegate this power to their respective Chiefs or Heads of Departments.
- (c) 'Functional Director' means a full time Director of the company, such as, Managing Director, Director (Administration), Director (Finance) and Director (Technical).
- (d) 'Company' means the Board of directors of the Bharat Coking Coal Limited and includes any other authority as the Board or the Managing Director by General or special order may specify.
- (e) He includes 'She' and vice-versa.

#### **5. SCALE OF ENTITLEMENT**

The scale of house rent allowance will be as follows :

Actual rent paid in excess of 5% of the pay, (in case of employees posted in the coalfields and also at Asansol, Sanctoria and Dhanbad) and in excess of 10% (in case of the employees posted at Calcutta, Bombay, Madras, Delhi, Hyderabad, Ranchi and Nagpur) or an amount equivalent to 25% of the pay of the employee whichever of the two being less. (In other words, if the rent is more than 25% or 10% of the pay of the employees as the case may be the excess will be reimbursed to the employee subject to a ceiling of 25% of his pay over and above the first 25% or 10% as the case may be of his pay which will be the personal liability of the employee).

CIL's O. M. No. C-5A (vi)/50727/II/172, dated 14th July, 1982.

#### **6. SCALE OF ENTITLEMENT WHERE AN EMPLOYEE RESIDES IN HIS OWN HOUSE**

- 6.1 An employee residing in the house owned by the employee or the employee and his/her wife/husband jointly shall be entitled to the House Rent Allowance as per Rule 5 or the rental value of the House

assessed by the Notified Areas/Cantonment Board/Municipality/Municipal Corporation, whichever is less.

**Authority**

CIL's O. M. No. C-5A (vi)/50727/II/242, dated 30th August, 1982.

**Clarification :** It has since been decided that while granting house rent allowance to an employee residing in the house owned by the employee or the employee and his/her wife/husband jointly, necessary safeguards shall be provided to ensure that both husband and wife do not get the benefit of house rent allowance in respect of the same house owned by them jointly.

**Authority :**

CIL's circular Letter No. C-5A(vi)/50727/II/80, dated 23.9.1982.

- 6.2 If the municipal assessment is not produced by the employee or he is only a part owner of the house his pay above Rs. 1740/- p.m. shall be ignored for the purpose of calculating his entitlement to House Rent Allowance.
- 6.3 Where the rental value of the house has not been assessed by the N.A.C. Municipality, Municipal Corporation or if the employee is only a part owner of the house he shall be paid house rent allowance as if he was an officer drawing pay not exceeding Rs.1740/- per month.

**7. SCALE OF ENTITLEMENT WHERE AN EMPLOYEE RESIDES IN A BOARDING HOUSE OR IS A PAYING GUEST**

- 7.1 If an employee is residing in a boarding house or hostel or is a paying guest, he shall be entitled to 4% of the fixed Board and Lodging charges, or the entitlement as per Rule 5 whichever is lower.

**8. PROCEDURE**

- 8.1 An employee who is eligible for the house rent allowance may apply for it in the prescribed form (House Rent Allowance, Form No.1) to the 'Competent Authority', defined in rule 4 for sanction through the proper channel.
- 8.2 After the application has been scrutinised by the 'Competent Authority' or his nominee(s) and the particulars found correct, the employee may be granted the allowance either as claimed by him or of any other amount as deemed fit by the Competent Authority or his Nominee(s).
- 8.3 The competent Authority will satisfy himself before granting the allowance that the claim made by the employee is genuine and with this end in view he will not grant house rent allowance to any employee drawing pay above Rs. 1740/- per month unless he has produced rent receipt in proof of the actual rent paid by him or in case of an employee living in his own house, a copy of the municipal assessment of the house and where no such assessment has been made, any other satisfactory proof of the rental value of the house.

**Clarification :** Annexure I to V.

- 8.4 An employee drawing pay upto Rs. 1740/- per month shall not be required to produce the rent receipt for claiming this allowance.
- 8.5 All sanctions must be communicated to :
  - (a) the applicant concerned.
  - (b) the Pay Office from where the employee draws his pay, and
  - (c) Chief of Administration in all such cases where the sanctioning authority is other than the chief of Administration.
- 8.6 All such sanctions must be recorded in chronological order in a register to be maintained in House Rent Allowance Form-II (enclosed) in every office of the competent Authority or his nominee(s).

- 8.7 All Sanctions must bear sanction number recorded in the register. In addition, they should also show number of the area/sub-area or department in the following manner :

Area I/HRA sanction No. I/Staff No. 1.

**Note :**

All employees of the taken over collieries have been given staff No. steps are being taken to give staff number to other employees also. All applicants should therefore, quote their staff No. At the time of filling application for House Rent Allowance as it is on the basis of staff number that records are intended to be maintained at the Headquarters.

- 8.8 A quarterly list of sanctions may be sent to the Director (Administration) by the last date of June, September, December and March by every competent Authority or his nominees in the House Rent Allowance Form No. III (enclosed) for record.

**9. MISCELLANEOUS**

- 9.1 Should there be any change in the pay drawn by the employee he shall immediately apply to the competent Authority for fresh sanction.
- 9.2 Should an employee be transferred from one place to another involving change of residence, he shall apply for fresh sanction to the Competent Authority, alongwith a forwarding letter. the Competent Authority after proper scrutiny may sanction the allowance and communicate the same to the officer concerned, the pay office and the Chief of Administration as prescribed in Rule 8.5.
- 9.3 Should there be any change in the municipal assessment of the house, for which an employee has been granted house rent allowance or should an employee residing in a boarding or as a paying guest change his accommodation, he will immediately inform the competent authority and obtain fresh sanction from him.

**10. SAVINGS**

This Rules can be withdrawn or amended at the discretion of the Company without any notice and assigning any reason there for.

**FORM OF APPLICATION H. R. A. FORM NO. - I ((Ref. Rule)**

To

The Competent Authority

(Though : Proper Channel)

1. Name of the applicant :
2. Staff No. :
3. Designation :
4. Department/Section :
5. Place of posting :
6. Pay (as defined in Rule) :
7. Location of the house occupied :
8. Whether it is a rented house or owned by the employee or he is residing in a boarding house or as a paying guest.
9. If he is residing in his own house, rental value there of as assessed by the Municipality/Corporation/ N.A.C. etc supported by proof.
10. House Rent Allowance claimed :
11. Date from which claimed :
12. Is this the first claim or is modification of a sanction given earlier :

**CERTIFICATE**

I, certify that I have not been allotted any bungalow/house owned or controlled or hired by the Company.

I have read and understood the House Rent Allowance Rules of the Company and I certify that the particulars given by me as above are correct to the best of my knowledge.

Date

Signature of the Applicant

Sanctioning authority will please refer to Rule, 8.3 before granting H.R.A.

**Order of the Sanctioning Authority**

House Rent Allowance of Rs.

p.m. granted with effect from

Dated

Signature of the Sanctioning Authority

**FOR OFFICE USE ONLY**

Sanction No.

Dated :

**H. R. A. FORM No. 4**

(Ref. Rule 9.6)

I, ..... (Name & Designation of Sanctioning Authority) have this day of the ..... (date/month/year) verified the claim for H. R. A. made by Shri/Shrimati ..... Staff No. .... produced by him/her and I certify that his/her claim of Rs. .... sanctioned in HRA sanction No. ...., dated ..... is in order/requires modification with effect from .....

He/She has applied for/has been advised to apply for/modification of HRA with effect from ..... A revised sanction has been/\*is being issued.

c.c. to Pay Officer

Signature of Sanctioning Authority

\*Strike out whichever is inapplicable.

**Annexure - I**

**COAL MINES AUTHORITY**  
(A Government of India Enterprise)  
10, Camac Street, Calcutta - 700 017

Audit Instructions on House Rent Allowance circulated under No. Apex/Admn/Rules, dated 5th July, 1973.

Officers drawing pay exceeding Rs. 530 per month have to submit rent receipt while claiming the house rent allowance. If proof of the rent paid by an Officer is not produced, he will be paid house rent allowance as if he was an officer drawing pay not exceeding Rs. 530 per month.

**Annexure - II**

**COAL MINES AUTHORITY LIMITED**  
(A Governemtn of India Enterprise)  
10, Camac Street, Calcutta - 700 017

Ref. : Apx/Adm/0.0.101

18th march, 1974

**OFFICE ORDER**

1. In modification of the Audit Instructions on House Rent Allowance Rules circulated under this Officer Order No. : Apex/Adm/Rules, dated 5th July, 1973 it has been decided that if a claim for HRA does not exceed the amount of HRA admissible on a basic pay upto Rs.800/- no house rent receipt need be produced.
2. The claim for HRA in excess of the amount mentioned at Para-I, above will be settled as per the HRA rules.

**Annexure - III**

**COAL MINES AUTHORITY LIMITED**  
10, Netaji Subhas Road, Calcutta-1

No. CMA/Apex/AD(P)/HRA/26

Dated 1st October, 75

**OFFICE MEMORANDUM**

**Sub : House Rent Allowance for Executive Cadre Employee of CMAL.**

In partial modification of this Office Order No. Apex/Adm/0.0.101, dated 18th March, 1974 it has been decided by the Chairman to enhance the limit for drawing house rent allowance without production of rent receipt to Rs. 1000/- as against the present ceiling of Rs. 800/-

This will be effective from the 1st October, 75.

**Annexure - IV**

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : C-5(b)/50727/11/54

Dated 23 May, 80

**OFFICE MEMORANDUM**

**Sub : House Rent Allowance for Executive Cadre Employees of Coal India Limited.**

In partial modification of this Office Memorandum No. CMA/Apex/AD/HRA/26, datedf 1.10/1975 it has been decided with the approval of the chairman to enhance the pay limit for drawing house rent allowance by the executive cadre employees of CIL without production of rent receipt to Rs.1300/- against the present pay limit of Rs.1000/-. This will be effective from 1.2.1979.

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : CIL : C-5A(vi)/50727/126

June 26, 1984

**OFFICE MEMORANDUM**

In partial modification of this office O. M. No. C-5(B)/50727/11/54, dated 23rd May, 1980 it has been decided to revise the pay limit for drawing house rent allowance by the Executive cadre employees without production of rent receipt from Rs. 1300/- to Rs.1740/-

This will be effective from 1st August, 1982.

This issues with the approval of the Competent Authority.

Annexure - VI

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

**OFFICE MEMORANDUM**

**Sub : Allotment of Company's accommodation - inclusion of N.P.A. for computing the entitlement.**

(CIL's O. M. No. C-5(A)/70727/668, Dated : 20.12.77)

It has come to the notice that numerous complaints have since been received from the Medical officer regarding allotment of inferior type of accommodation, without taking into account, the element of non-practising allowance being drawn by them, for determining the type of accommodation to which they are entitled for allotment on the basis of the pay individual is in receipt of. It is, therefore, clarified that the element of non-practising allowance the medical Officers are entitled to is also to be treated as 'Pay' along with the basic pay they are entitled to for determining the type of accommodation to which a Medical Officer is entitled for allotment, by the Company, as also for the purpose of determining the 10% or 5% as the case may be for recovery of house rent as per the relevant Rules.

Annexure - VIII

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : C-5A/50727/155

Dated 4th July, 1977

**OFFICE MEMORANDUM**

**Sub : House Rent Charges for Company's Residence Payable by the Allottees after Retirement on Superannuation, Death, Resignation, Termination of Service etc.**

1. It has been noticed that there is no uniformity with regard to vacation of residential accommodation, allotted by the companies, by the employees on their retirement, discharge and transfer etc. With a view to laying down a time limit in this regard for uniform application throughout Coal India and its subsidiaries, it has been decided that a residence allotted by the company may be allowed to be retained by the employee concerned with the approval of the competent Authority on the happening of any of the events specified in Column-I of the table below for a maximum period specified in Column-II thereof for the bonafide use of the employee or members of his/her family. The competent

Authority, however, would have a right to order vacation of the residence in occupation of the allottee immediately on the occurrence of the events specified in Column-I.

<b>Event</b>	<b>Maximum permissible period of retention of residence</b>
(a) Resignation, dismissal, removal from service or termination of service	One month
(b) Retirement due to superannuation	Three months
(c) Death of an employee while in service	Four months
(d) Transfer to a place outside the station of allotment of residence	Six months
(e) Temporary transfer	Four months
(f) On proceeding on deputation in India	Three months
(g) On proceeding on deputation outside India	Four months
(h) Leave preparatory to retirement or refused leave	Four months

2. During the permissible period of retention of residence as mentioned in Column-II of the table above, the rent may be realised at the rate as was being paid by the allottee before the occurrence of the specified event. In the case of an allottee over-staying the period of grace as mentioned in the column-II of the table with the approval of the 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.

**Annexure - XIV**

3. If an allottee continues to occupy the Company's house without permission of the competent authority, the allottee shall be charged market rent from the date of commencement of such unauthorised occupation. Pending cases, if any should be disposed of accordingly. This will be without prejudice to the Company's right to initiate such other action as may be deemed fit.

CIL's O. M. No. C-5A(vi)/50727/11, dated 8th April, 85.

**Annexure - XV**

In case of cosmopolitan cities and urban areas for occupation of Company's own or leased accommodation unauthorisedly without permission of the Competent Authority, the penal rent will be charged from the allottee on the basis of prevailing market rate of rent plus 10% of pay or Rs.150/- whichever is less from the date of commencement of such unauthorised occupation. Besides disciplinary action as per rules may also be taken against the employee.

CIL's O. M. No. C-5A(vi)/50727/61, Dated 3rd June '88.

**Annexure - XVI**

4. In the cases of inter-company transfers, the "Competent Authority" would be Chairman, Coal India Ltd. and/or any officer of CIL authorised by him for this purpose and in all other cases the "Competent Authority" would be Chairman-cum-Managing Director of the concerned Company and/or officer(s) authorised by him.

CIL's O. M. No. C-5A (vi)/50727/11, Dated 8.4.1985.



**(A) House Rent Allowance Admissible to Executive Cadre Employees**

Place of Posting	Rate of HRA Admissible
1. All A class cities (Calcutta, Bombay, Madras, Delhi, Hyderabad, Ahmedabad, Bangalore) Chandigarh, Nagpur & Ranchi	25% of pay
2. All B-1 cities excluding Nagpur	20% of pay
3. All B-2 cities excluding Ranchi	15% of pay
4. All C class cities	10% of pay
5. All coalfield areas including Dhanbad/ Sanctoria/Singrauli/Asansol	25% of pay.

**(B) Concessional Rates of Rent for Bungalows**

- (i) Officers allotted Company's bungalow in the coalfield areas will have to pay rent at the following rates :
- For bungalow/house owned or hired by the Company : The rent will be 5% of the pay of the allottee.
  - For use of Company's furniture : 1% of the assessed value of furniture.
  - For electricity/coal etc : 1% of the pay of the allottee provided that this benefit will be available only in respect of bungalows owned by the company in the field. In bungalows hired by the Company or by the officer the liability to pay the electricity charged and to arrange for fuel etc. will be that the officer himself.
- (ii) Officers allotted Company's accommodation in cities other than the coalfields will have to pay rent at the rate of 10% of pay of the allottee.

**(C) Coalfield Allowance**

(Applicable to officers posted in coalfield areas only)

This will be admissible only to officers posted in the coalfield areas only.

This will be admissible only to officers posted in the coalfields including Dhanbad, Sanctoria, Singrauli at the following rates :

(a) Pay range of Rs. 1001 to Rs. 1600 p.m.	Rs.225/-
(b) Pay range of Rs. 1601 to Rs. 2000 p.m.	Rs.250/-
(c) Pay range above Rs.2000/- p.m.	Rs.300/-

**Clarification** : Annexure-XVII

**D) City Compensatory Allowance**

Officers stationed at 'A' class and B-1 class cities will be entitled to CCA at the following rates :

Class of Cities	Name of cities	Rates of CCA payable
A Class	Calcutta (UA)/Greater Bombay (UA)/ Bangalore (UA)/Kanpur (UA)/ Ahmedabad (UA)/Madras (UA)/ Hyderabad (UA)/Delhi (UA)	8% of pay subject to maximum of Rs.75/- per month
B-1 Class	Nagpur (UA), Lucknow (UA)/ Patna (UA) & Jaipur (UA)	6% of pay subject to a maximum of Rs. 50/- per month.

**Authority :**

CIL's O. M. No. C-5A (vi)/50727 : PT : 95, dated 11th June, 1985.

**(E) Assam Allowance**

The officers of Coal india posted in the cities situated in the state of Assam are entitled to an additional allowance at the following rates :

- |   |                |
|---|----------------|
| (i) For officers drawing pay upto Rs.1250/- per month | Rs. 325/- p.m. |
| (ii) For officers drawing pay above                   | Rs. 400/- p.m. |

**Annexure - IX**

**COAL INDIA LIMITED**

"COAL BHAWAN"

10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : C-5A(vi)/50727/272

Dated : 29.10.1985

**OFFICE MEMORANDUM**

1. A clarification has been sought regarding the admissibility of House Rent Allowance at the new station to an executive who has been transferred and permitted to retain company's accommodation at the old station.
2. On careful examination of the matter, it is clarified that an executive cadre employee who on transfer has been permitted to retain company's accommodation at the old station on payment of normal rent or twice the normal rent and has not been allotted accommodation at the new station will be eligible to draw house rent allowance as applicable at the new station.
3. Pending cases, if any, may be disposed of accordingly.
4. In this connection, the provision of COPD, CIL's O. M. No. C-5(A)/50727/155, dated 4th July, 1977 is again stressed that in case of an allottee over-staying the period of grace as mentioned in the said OM with the approval of the competent authority for valid reasons, the allottee shall be charged which the rent for the period exceeding the grace period.
5. When an allottee continues to occupy the company's house without permission of the competent authority, the allottee should be charged market rent from the date of commencement of such unauthorised occupation in terms of CIL's OM No. CIL/C-5A(vi)/50727/11, dated 8th April, 1985.

**Annexure - X**

**COAL INDIA LIMITED**

"COAL BHAWAN"

10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : C-5(b)/50727/1/125

Dated 15th May, 1979

**OFFICE ORDER**

**Sub : Recovery of Rent in Respect of Leased/Owned Flats.**

It has since been decided, provisionally with competent approval, that the rent in respect of leasehold/owned flats in Calcutta of CIL will in all cases, except in the cases indicated in para 2 below, be recovered only at the rate of 10% of 'Pay' and other charges, such, as service charges, maintenance cost, maintenance of common services etc. are not to be recovered from the employees allotted/residing at such flats, owned or leased. Recovery on account of direct charges for consumption of electricity by the employee in his flat, or charges for water supply etc., if any, may also be made by the company, if such supply is made by the company.

2. In respect of flats taken out on lease, where the house rent paid by the company exceeds 50% of the Pay of the occupant, recovery would be made w.e.f. 1.4.79 as follows :

- (i) Rent at 10% of Pay, plus
- (ii) The amount of rent paid in excess of 50% of pay of the employee/occupant.

3. In respect of employees as mentioned in Para 2 above if they so desire, may opt for leaving the flat or for change of the flat which may be arranged by the company, in due course, when a flat with rental within the 'Pay' range, not exceeding 50% of the 'Pay' of 'employee', is available, for allotment to him. If, however, such an occupant wants to leave the company leased flat he may do so by intimating, in writing, to the manager (OS) of their intention to do so.

In such cases, Manager (OS) will take action immediately for termination of the lease of the flat, as may be necessary as per terms of the agreement.

4. Manager (OS) will arrange, to bring the provisions of the Office Order to the notice of all the occupants of lease-hold flats for information and compliance.

Manager (OS) may also maintain a register, for watching recovery of rent from all occupants of the company owned/leased flats.

Necessary recovery of rent will however be made by Accounts Officer (Estt. Bills) through Salary Bills, as usual accordingly.

**Annexure - XI**

**COAL INDIA LIMITED**

"COAL BHAWAN"

10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : CIL : C-5A(vii)/50727/N/145

Dated the 12th September, 1986

**OFFICE MEMORANDUM**

**Sub : Leased Accommodation for Officers Posted at Delhi and Bombay.**

The difficulties being faced by the executives posted at Delhi in getting rented accommodation within the limits of house rent prescribed in the Company's House Rent Allowance Rules were considered by the CIL Board in its meeting held on 20th August, 1986. The Board has approved that the facility of leased accommodation allowed to the executives posted at Calcutta should also be extended to the executives who are posted at Delhi and Bombay.

The relevant provisions of the CIL's Office Order No. C-5(B)/50727/1/125, dated 15th May, 1979 relating to recovery of rent from the executives who are allotted lease accommodation at Calcutta is given below :

"The rent in respect of lease-hold flats in Calcutta in all cases except in the cases indicated in Para 2 below be recovered only at the rate of 10% of pay and other charges, such as service charges, maintenance of common services etc. are not to be recovered from the employees allotted such flats.

2. In respect of flats taken out on lease, where the house rent paid by the Company exceeds 50% of 'Pay' of the occupant recovery would be made as follows :

- (i) Rent at 10% of Pay plus
- (ii) The amount of rent paid in excess of 50% of Pay of the employee/occupant.

This will have immediate effect.

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : C-5A(vii)/50727/IV/287

Dated the 28th September, 1984

**OFFICE MEMORANDUM**

**Sub : Allotment of Company's Accommodation - Eligibility.**

Consequent upon the revision of pay scales of the employee and in the interest of the uniformity, it has been decided that the eligibility for allotment of Company's house/flats will be as under :

<b>Category of employees</b>	<b>Type of house/flat for which employees will be eligible to be considered</b>
(i) Executive - 6 gr. & above	D type
(ii) Executive E-3 to E-5 grades	C type
(iii) Executives E-1 & E-2 grades Employees in Technical and Supervisory A and B grades Excavation Categories special A and B and special Clerical grade	B type
(iv) Staff other than specified at (iii) above	A type

The above eligibility norms shall come into force immediately. However, the cases where allotment have already been decided shall not be reopened.

*Annexure - XIII*

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : CIL C-5A(vi)/50727/IV/424

18th January, 1985

**OFFICE MEMORANDUM**

**Sub : Recovery of Rent for the Company's Accommodation Allotted to the Executives who are owning Houses at the place of Posting.**

1. References have been received about the rate of rent to be charged for company's accommodation allotted to the executives who are already owning houses at the place of posting.
2. It has been decided that the licence fee (rent) at the following rates shall be recovered from the executive, who are allotted company's accommodation provided they are having house of their own at the place of posting or within a radius of 8 kms from the place of posting.

**Slab of rent from the owned house**

**Rates of house rent to be charged from the Executives for the Accommodation allotted by the Company**

- (i) If the income from own house does not exceed Rs. 3000/- p.m.

10% of pay in case of employees posted at classified cities such as Calcutta, Bombay, Madras, Delhi Hyderabad, Ranchi, Nagpur etc. and 5% of pay in the case of employees posted in the coalfields.

- (ii) If the income from own house exceeds Rs. 3000/- p.m. but does not exceed Rs. 5000/- p.m. Twice the rent as calculated at (i) above.
  - (iii) If the income from own house exceeds Rs.5000/- p.m. Three times the rent as calculated at (i) above.
3. Company's accommodation as stated herein includes leased accommodation allotted by the company to an executive.
  4. This will be effective from the date of issue.
  5. This issues with the approval of the competent authority.

**Annexure - XIV**

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : C-5A(vi)/50727/11

8th April, 1985

**OFFICE MEMORANDUM**

**Sub : House Rent charges for Company's residence payable by the allottees after retirement on superannuation, death resignation, termination of service etc.**

1. A reference is invited to CIL's Office Memorandum No. C-5A/50727/155, dated 4th July, 1977 on the above subject. It has been decided as under :
2. In the first Para of the above O. M. the words "authority competent to allot the residence shall be substituted by the words "Competent Authority".
3. After Para 2 of the aforesaid O. M. the following paragraphs are hereby added :
  - (i) Para-3 : if an allottee continues to occupy the Company's house without permission of the competent authority, the allottee shall be charged market rent from the date of commencement of such unauthorised occupation. Pending cases if any should be disposed of accordingly. This will be without prejudice to the Company's right to initiate such other action as may be deemed fit.
  - (ii) Para-4 : In cases of inter-company transfers the 'Competent Authority' would be chairman, Coal India Limited and/or any officer of CIL authorised by him for this purpose and in all other cases the "Competent Authority" would be Chairman-cum-Managing Director of the concerned Company and/or Officer(s) authorised by him.
4. This issues with the approval of the competent authority.

**Annexure - XV**

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : C-5A(vi)/50727/61

3rd June, 1988

**OFFICE MEMORANDUM**

**Sub : House rent charges for unauthorised occupation of Company's accommodation.**

Para 3 of the extract contained in CIL's : Office Memorandum No. C-5A/50727/155, dated 4th July, 1977 and No. CIL : C-5A(vi)/50727/11, dated 8th April, 1985 reads as under :

"If an allottee continues to occupy the company's house without permission of the competent authority the allottee shall be charged market rent from the date of commencement of such unauthorised occupation. Pending cases, if any should be disposed off accordingly. This will be without prejudice to the Company's right to initiate such other action as may be deemed fit."

It has been decided to add the following proviso in the above para :

"In case of cosmopolitan cities and urban areas for occupation of Company's own or leased accommodation unauthorised or without permission of the competent authority the penal rent will be charged from the allottee on the basis of prevailing market rate of rent plus 10% of pay or Rs.150/- whichever is less from the date of commencement of such unauthorised occupation. Besides, Disciplinary action as per rules may also be taken against the employee".

This issues with the approval of the competent authority.

**Annexure - XVI**

**COAL INDIA LIMITED**

"COAL BHAWAN"

10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : CIL : C-5A(vi)/50727/V/03

April 3, 1987

The Chairman-cum-Managing Director,  
ECL/CCL/WCL/BCCL/CMPDIL/SECL/NCL

**Sub : Admissibility of House Rent Allowance to executives who have been provided with rent free accommodation in the Rest Houses/Executive Hostels.**

Dear Sir,

The matter regarding admissibility of house rent allowance to the executives who have been provided with rent free accommodation in the Rest House/Executives Hostel was discussed in the Directors (Personnel) meeting held on 12th February, 1987 at CIL (Hqrs). It is clarified that the rules on the subject are very clear. Such of the executives who have been provided rent free accommodation in the Rest Houses/Executive Hostels will not be entitled to house rent allowance. However such executives who pay normal rent for staying in the Rest Houses/Executive Hostel should be paid H.R.A. as per their entitlement in accordance with the rules.

**Annexure - XVII**

**COAL INDIA LIMITED**

"COAL BHAWAN"

10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : C-5A(ii)/...../13

3rd October, 1989

**OFFICE MEMORANDUM**

**Sub : Fixation of Flat Rate or Licence Fee for Residential Accommodation.**

1. The rate of rent for the residential accommodation allotted to the executives is as under :
  - (i) In Coalfield Areas 5% of pay including adhoc relief
  - (ii) Places other then coalfield Area 10% of pay including adhoc relief.
2. The 4th Pay Commission made the following recommendations relating to charging of licence fee for Govt. accommodation allotted to employees :

"We are of the view that rent for the Government accommodation should be recovered at a flat rate with reference to the type of accommodation allotted to the employees and the rate should be uniformly applicable throughout India. This will not only dispense with avoidable accounting work but

will also bring about uniformity in rent recovery from the employees for the same type of accommodation in all places.\*

3. The above matter relating to the fixation of flat rate of licence fee for Govt. accommodation was considered by the Govt. and the recommendations of the 4th Pay Commission for fixation of flat rate of licence fee for residential accommodation all over the country was accepted and circulated vide Ministry of Urban Development, Directorate of Estates Officer memorandum No. 12035 (1)/85-Pol. II (Vol.III) (i) dated 7.8.1987 for implementation with effect from 1.7.1987.
4. The Board of Directors of Coal India Ltd. in their 103rd Meeting held on 23.8.1989 have approved fixation of flat rate of licence fee indifferent types of Company's residential accommodation in CIL and its subsidiary companies in lines with the govt. rate of licence fee with effect from 1st July, 1987 as indicated below :

Type of Accommodation	Range of living Area (in Sq. Mt.)	Flat rate of licence fee uniformly applicable to CIL and its subsidiaries (Rs. per month)	Remarks
A	Upto 30	10	Quarters sharing toilet facilities meant for more then two quarters.
A	Upto 30	15	Quarters sharing toilet facilities meant for more then two quarters.
A	Upfo 30	25	Old Quarters with plinth area less then 300 Sq. ft.
A	Upto 30	35	Quarters with plinth area of 300 Sq. ft. or more
B	26.5	35	Crash programme type-B quarters with plinth area of 350 sq. ft. reclassified as Type
B	32 to 40	60	
B	41 to 50	75	
C	34.5	60	Crash programme type-C quarters with plinth area of 425 sq.ft. reclassified as Type B.
C	44 to 55	85	
C	56 to 65	105	
C	59 to 75	115	
D	76 to 91.5	145	
E	Upto 106	185	
E	Beyond 106	210	
E-I	Upto 159.5	260	
E-II	Beyond 159.5	300	
E-III	243 to 350	500	
E-III	350.5 to 522	600	

## HOSTEL ACCOMODATION

Category of Suite	Living Area (Sq. Mt.)	Flat rate of licence fee uniformly applicable to CIL and its subsidiaries (Rs. p.m.)
Single Room	2.15 to 30.0	65.00
Single Room	30.5 to 39.5	90.00
Double Room	47.5 to 60.0	125.00

For servant quarters and garage allotted independent of the regular accommodation/hostel, the following flat rates may be recovered.

- |                     |                    |
|---------------------|--------------------|
| (a) Servant Quarter | Rs. 10/- per month |
| (b) Garages         | Rs. 5/- per month  |

Living area referred to above would be determined as under :

### MAIN BUILDING

- |  |                         |
|--|-------------------------|
| (a) Rooms, Kitchen, Bathroom<br>Latrine, Store and Enclosed Verandah | 100% of the floor area  |
| (b) Verandah, Corridors and Barsati                                  | 25% of the floor area   |
| (c) Porch  | 12.5% of the floor area |
| (d) Court yard pucca   | 5% of the floor area    |

### OUT HOUSES

- |              |                       |
|--------------|-----------------------|
| (a) Rooms    | 25% of the floor area |
| (b) Verandas | 12% of the floor area |

It is requested that recovery of licence fee in accordance with this order in respect of Company's accommodation allotted to the executives posted at CIL and its subsidiary companies are to be made on and from 1st July, 1987.

This supersedes all circulars/orders issued by CIL and its subsidiary companies regarding recovery of house rent at different rates at different places.



**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Post Box No. 871  
Calcutta 700 001

No. : CIL : C-5A(vi): 50727: Pt: 229

November 20, 1990

**OFFICE MEMORANDUM**

**Sub : Recovery of rent for the company's accommodation allotted to the executive who are owning houses at the place of posting.**

In modification of CIL's Office Memorandum No. C-5A(vi) : 50727: IV : 424 dated 18-1-1985 issued on the above subject. It has been decided that recovery of rent of the Company's accommodation allotted to the executives who are owning house at the following rates with effect from 1-7-1987, in view of Govt. of India, Ministry of Urban Development (Directorate of Estates)'s O.M. No. 12035(1)/85-Pol.II dated 7-8-1987:

	Category of officers	Rate of recovery of rent to be made w.e.f. 1-7-87
(i)	If the income from an house does not exceed Rs. 3000/- p.m.	10% or 5% of pay as the case may be or single flat rate of licence fee whichever is less.
(ii)	If the income exceeds Rs. 3000/- but does not exceeds Rs. 5000/- p.m.	Twice the rent as claculated at (i) above
(iii)	If the income exceeds Rs. 5000/- p.m.	Thrice the rent as calculated at (i) above
2.	This issues with the approval of Competent Authority.	

Sd/-

**(R G Singh)**  
General Manager (personell)

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Calcutta 700 001  
Post Box No. 871

No. : CIL : C-5A(vi): 50727: Pt : 83

18th June, 1991

**OFFICE MEMORANDUM**

**Sub : HRA without production of rent receipt payable to Executives on Revised pay/effective from 1-1-1987**

Para 10 of CIL's office Memorandum No. C-5A(vi) : 50729 (Pt.ii) : 91 :10 dated 5-4-91 has laid down the maximum ceiling of HRA without production of rent receipt which the Executives shall be entitled to drawn depending upon their places of posting in the Revised Pay Scales with effect from 1-1-1987.

2. It is clarified that the said ceiling of HRA, shall be applicable to the executives on their Revised pay w.e.f. 1-4-1987 as per guidelines already issued vide CIL's O.M. No. C-5A(vi) : 50727 : Pt 144 dated 17-10-1989 and not from 1-1-1987.

3. They will continue to draw HRA without production of rent receipt subject to a maximum of Rs. 435/- per month on their Revised pay for the period from 1-1-1987 to 31-3-1987.

Sd/-

**(R G Singh)**  
General Manager (personel)

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Calcutta 700 001  
Post Box No. 871

No. : CIL : C-5A(vi): 50727: Pt : 221

Dated 21.1.1993

The Chairman-cum-Managing Director

WCL/CCL/NCL/BCCL/CMPDIL/SECL/WCL/MCL

**Sub : Payment of House Rent Allowance to the JETs, who are residing in Company's Hostel accommodation.**

Dear Sir,

The matter regarding payment of HRA to the JETs, who are residing in Company's Hostel accommodation, has been discussed in the F.Ds. meeting held on 29-12-92 and it was decided as below:

"The JETs should be provided with Hostel accommodation. In case in any particular Company, Hostel accommodation is not available, the JETs should be provided with free alternative accommodation. Only in case, the JETs are not are not provided with any accommodation, they should be paid HRA, as applicable for Executives who do not produce rent receipt, as per rates for the Area where they are posted"

This supersedes the CIL's Circular No. C-5A(vi)/50727/V/83 dated 3-4-1987.

Yours faithfully,

Sd/-

**(R G Singh)**  
General Manager (personel)

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Calcutta 700 001  
Post Box No. 871

No. : CIL : C-5A(vi): 50727: Pt : 104

Dated 9/6/94

**OFFICE MEMORANDUM**

**Sub : Re-classification of cities for the purpose of HRA/CCA to the Executive Cadre employees under CIL Executive Salary Structure, with effect from 01-01-1992.**

In partial modification of CIL's Office Order No. CIL/C-5A(vi)/50727(Pt)/264 dated 25-11-1993 issued on the above subject, it has been decided that the provision of Govt. of India, Ministry of Finance, Deptt. of Expenditure, O.M. No. 2(2)/93-E-(II)(B) : dated 14-05-93 (Already circulated by the JBCCI vide its circular No. C-5(B) :IMP:JBCCI-(vi) : I.I No. 46.4655 dated 26.08-93) shall be implemented for purpose of payment of HRA/CCA to the executive cadre employees under CIL Executive salary structure, subject to the following conditions:

- (i) The additional benefit of HRA/CCA on account of cities so re-classified as per Ministry's O.M. dated 14-05-93 shall be payable to the eligible executive w.e.f. 01-01-1992.
  - (ii) The CCA shall not be admissible to the executives who are drawing Coalfield Allowance in some of the classified cities (treated as Coalfields areas)
  - (iii) The existing rate of HRA being paid to the executives in some of the classified cities which is higher than or same applicable rates as per classification of those cities shall continue.
  - (iv) The executive postal at Guwahati shall be entitled to CCA. in addition to Assam Allowance.
- This issues with the approval of Competent Authority.

Sd/-

**(K.P. Sinha)**  
General Manager (P)

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Calcutta 700 001  
Post Box No. 871

No.: CIL : C-5A(vi): 50727: Pt : 310

February 04, 1991

**OFFICE MEMORANDUM**

**Sub : Re-classification of cities for the purpose of HRA to the Executives and Non-executives governed under CIL's Executive Pay Scales/NCWA Pay Scales.**

Consequent upon re-classification of some of the cities by Govt. of India w.e.f. 1-7-1990 for the purpose of HRA it has been decided that the following cities shall be treated to have been re-classified for payment of HRA to the Executive Cadre Employees governed under CIL Pay Scale and the Non-executives under NCWA Pay Scales:

Name of City	Re-classified w.e.f. 1-7-90
Patna (VA)	B-1 Class City For HRA only
Gorakpur (VA)	B-1 Class City for both HRA/CCA

This issues with the approval of Competent Authority.

Sd/-

**(R G Singh)**  
General Manager (Personel)

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Calcutta 700 001  
Post Box No. 871

No. : CIL : C-5A(vi): 50784/75

Dated : 14/17-07-1995

**OFFICE MEMORANDUM**

**Sub : Clarification on admissibility of HRA to the executive cadre employees during Half Pay Leave and Leave Without pay**

A clarification has been sought as to the admissibility of House Rent Allowance to the executive cadre employees during Half pay Leave and Leave Without Pay.

2. The matter has been examined in the context of Rule 3.5 of CIL HRA Rules and it has been clarified as under.

"If an employee drawing House Rent Allowance is on leave, he shall be entitled to the same quantum of HRA which he was in receipt of before proceeding on leave, for the full period of leave to retain his accommodation provided that he returns to his old Headquarters on the expiry of leave. Should he be transferred in the meantime to some other place, involving change of residence his case shall be governed in accordance with the Rule 3.4 of H.R.A."

3. This issues with the approval of the Competent Authority.

Sd/-

**(K.P. Sinha)**  
Chief General Manager (Personel)

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Calcutta 700 001  
Post Box No. 871

No. : CIL : C-5B/JBCCI/CCA/4497

Dated : 17th January, 1995

**OFFICE MEMORANDUM**

**Sub : Clarification on Jaipur (UA) as "A" Class city for the purpose of City Compensatory Allowance.**

Consequent upon re-classification of Jaipur (UA) as "A" class city for the purpose of City Compensatory Allowance vide Department of Expenditure, Ministry of Finance, Govt. of India's O.M. No. : 2(40)/94-E, 11(B) dated 27th May, 1994, it has been decided that JAIPUR (UA) will be teated as "A" class city for the purpose of payment of CITY COMPENSATORY ALLOWANCE ONLY w.e.f. 18.4.1992.

Accordingly, the non-executive cadre employees covered under NCWA-IV will be entitled to CCA as admissible to them in "A" class cities in terms of the Provisions laid down in Para 5.5.2 of Chapter - V of NCWA-I w.e.f. 18.4.1992.

The Executive Cadre employees posted at Jaipur (UA) may also be paid CCA as admissible to them in "A" class cities w.e.f. 18.4.1992.

The classification of Jaipur (UA) as "B-1" for the purpose of House Rent Allowance, shall however continue.

Sd/-

**(R.A.P. SINGH)**  
DIRECTOR (P&IR)

COAL INDIA LIMITED  
"COAL BHAWAN"  
10, Netaji Subhas Road, Calcutta 700 001  
Post Box No. 871

CIL: C-5A(vi): 50727/N/274

Dated : 8-03-1995

OFFICE MEMORANDUM

**Sub: Admissibility of House Rent Allowance to the Executives who are residing in Guest House/ Transit Flats.**

In terms of the decision taken in Functional Directors' Meeting held on 23-02-1995 it has been decided that

"The House Rent Allowance admissible as per Rules without production of rent receipt may be paid to those Officers who are residing in Guest House not flats, provided they pay the room rent for guest house, etc. and do not occupy any other residential accommodation provided by the Company anywhere".

Sd/-

(K.P. Sinha)  
Chief General Manager (Personel)

COAL INDIA LIMITED  
"COAL BHAWAN"  
10, Netaji Subhas Road, Calcutta 700 001  
Post Box No. 871

No. : CIL : C-5A(vi): 507227 : I

Dated :23-08-94

The Director (Finance),  
ECL/BCCL/CCL/UCL/SECL/NCL/MCL/CMPDIL  
Director (Finance), CIL, Calcutta  
Director-Incharge, NEC, Gouhati, Assam

**Sub : Admissibility of HRA to both husband and wife working in CIL and its Subsidiary companies.**

Dear Sir,

It has been observed that many couples who are employees of the Company are working in the same office or different offices within a radius of 8 kms. from each other, in Coal India Limited or its subsidiary Companies. Some of those couples generally comprise any of the following categories:

- (i) One of them is a Executive and the other is a non-executive and
  - (a) both of them are residing in the accommodation allotted to any of them (Executive or Non-Executive) : or
  - (b) both of them are residing in a rented House or in a house owned by any of them ;
- (ii) one of them has been allotted accommodation and both of them are residing in the same allotted accommodation : or
  - (b) both of them are residing in rented or in owned house.

It also appears that the companies are following their own norms in absence of any clear cut guidelines provided in NCWA regarding payment of HRA to the above categories of couples. In order to bring uniformity in the matter of admissibility of HRA to them in all the Companies, I am to request you to kindly let us know the Practice being followed in your Company with regard to the payment of HRA to above category of couples working in your Company.

An early reply is requested.

Yours faithfully

Copy for information to :

Sd/-

Director (P&IR), CIL, Calcutta.

(K.P. Sinha)  
Chief General Manager (Personel)

**COAL INDIA LIMITED**  
"COAL BHAWAN"  
10, Netaji Subhas Road, Calcutta 700 001  
Post Box No. 871

No. : CIL : C-5A(vi): 50727/116

Dated : 13.10.1995

**OFFICE MEMORANDUM**

**Sub : Admissibility of HRA to the Welfare Officers (Trainee) who are placed in E-1 grade, during training period.**

A question has been raised as to whether the Welfare Officers (Trainee) shall be entitled to HRA during the training period.

It is clarified that the Welfare Officers (Trainee) who are placed in E-1 grade vide CIL's O.M. No. C-5A(vi)/50763/89 dated 25-6-91, during the training period, are entitled to HRA, as admissible to the Executives of CIL and its Subsidiary Companies.

Sd/-

**(K.P. Sinha)**

Chief General Manager (Personel)