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EXTRAORDINARY

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GOVERNMENT OF ARUNACHAL PRADESH,
DIRECTORATE OF HOUSING
DEPARTMENT OF URBAN AFFAIRS
ITANAGAR

NOTIFICATION

The 24th July, 2025

No.UDH-17012(14)/1/2023.—**WHEREAS**, there is acute shortage of Government residential accommodation in the State of Arunachal Pradesh.

AND WHEREAS, there is a huge gap in demand and supply of quarters on account of which the Government spends considerable amount on HRA.

AND WHEREAS, presently there is no laid down guidelines to regulate the allotment process of Government quarters.

AND THEREFORE, to streamline the allotment process of quarters in Itanagar Capital Complex and census towns of Arunachal Pradesh, to ensure transparency and to protect the Government assets/quarters and its premises, the Governor of Arunachal Pradesh is please to frame the following guidelines :-

1. SHORT TITLE AND COMMENCEMENT:

- (1) These Guidelines may be called the allotment process of General Pool Government Quarters Allotment Guidelines, 2025.
- (2) It shall come into force on the date of its publication in the Official Gazette.

2. GENERAL :

Definitions:

- (a) **“Accommodation”** means the General Pool residential Accommodation (GPRA) of the State Government.
- (b) **“Premises”** means any land or any quarter or part of a quarter and includes:
 - (1) the quarter, gardens, grounds, setbacks and the building or part of building;
 - (2) and any fittings affixed to such building or part of a building for more beneficial enjoyment thereof.
- (c) **“Allotment”** means the grant of a license to occupy a residential accommodation in accordance with the provisions of these Guidelines.
- (d) **“Damages”** means a compensation to be levied in multiples of licence fee in the event of unauthorized occupation or subletting or misuse of whole or any part of accommodation by occupant of the accommodation.
- (e) **“Capital complex”** means the area within the limits of the Itanagar Capital Region (ICR).
- (f) **“ICR”** means Itanagar Capital Region including Itanagar, Naharlagun, Nirjuli, Banderdewa.
- (g) **“Directorate of Housing”** means office of the Directorate of Housing under the State Government, which discharges the functions of the Directorate of Housing in respect of accommodation.
- (h) **“Eligible type of accommodation”** in relation to an officers/Officials means the type of accommodation to which he/she is eligible under these Guidelines.

- (i) **“Eligible office”** means an office which has been declared by the State Government as eligible office from which staff can apply for accommodation under these Guidelines.
- (j) **“Employee”** means an employee of the State Government whose salary is drawn from the consolidated fund of Arunachal Pradesh.
- (k) **“Family”** means the wife or husband of allottee and children, step children, legally adopted children, parents, brothers or sisters as ordinarily resides with and are dependent on the allottee.
- (l) **“Government”** means the State Government of Arunachal Pradesh.
- (m) **“Own house”** means a building or part thereof meant for residential purpose and owned by the allottee or by any member of his/her family.
- (n) **“Immediate relation”** means relationship such as Grandfather, Grandmother, Grandsons, Grand Daughters, Father-in-law, Mother-in-law, Son-in-law and Daughter-in-law and includes relationship established by legal adoption.
- (o) **“License fee/Civic charges”** means a fee payable monthly in respect of the accommodation allotted under these Guidelines.
- (p) **“Misuse”** in relation to an allotment, means an accommodation or a servant quarter being used by allottee himself or his family members or immediate relation staying with him for the purpose other than the purposes provided under these Guidelines.
- (q) **“Subletting”** means letting out of a general pool residential accommodation partly or wholly by an allottee to any person outside allottee’s family and immediate relations.
- (r) **“Surrender of accommodation”** means vacation of accommodation after physical occupation of the accommodation by the allottee on his/her own volition during the allotment periods.
- (s) **“Transfer”** means a transfer from the present working place where the accommodation is allotted to any other working place or from an eligible office to ineligible office and includes a transfer or reversion to service a State Government.
- (t) **“Encroachment”** means occupation of premises of Government quarters in illegal manner or obtaining allotment of premises or land /space attached to the Government quarter or making the quarter unusable in any manner.
- (u) **“Census towns”** means all the towns of the state of Arunachal Pradesh notified by the State Government.
- (v) **“GPRA”** means General pool Residential Accommodation of the State Government.
- (w) **“Head of Administration”** means DC in District Headquarters, ADC (independent), Sub-Divisional Officer, Extra Assistant Commissioner and Circle Officers administering the District Headquarters and census towns.
- (x) **“Law”** means Arunachal Pradesh Public Premises (Unauthorized occupants) Act, 2003 and other relevant laws.

3. ELIGIBLE ZONE FOR ACCOMMODATION :

All state Government offices which are located in the Itanagar Capital region and census towns of Arunachal Pradesh with due approval by the Government and which fulfill the conditions of eligibility under these Guidelines and have been specifically declared to be eligible for allotment of accommodation by the Government from general pool shall be eligible for allotment or retention of accommodation from the general pool.

4. CONDITIONS FOR DECLARING AN OFFICE ELIGIBLE FOR ACCOMMODATION :

A State Government office which fulfills the following requirements may make an application in duplicate to the Directorate of Housing for allotment of accommodation in Itanagar Capital Region and concerned heads of the Administration in the census towns :-

- (a) The location of the office in Itanagar Capital Region and census towns of Arunachal Pradesh.
- (b) The office is part and parcel of the Secretariat of a Ministry or an attached or subordinate office of a Ministry or a Department of the Government of Arunachal Pradesh.
- (c) The staffs are paid from the consolidated fund of Arunachal Pradesh.
- (d) The office is situated within the limits of State Capital Territory of Itanagar/census towns of Arunachal Pradesh.

5. DEPARTMENTS EXCLUDED FROM GENERAL POOL ACCOMMODATION IN ITANAGAR CAPITAL REGION :

As per Government notification vide No. DUD/ACCOM-17/2002-03 dated 21st August, 2006, the following Departments are excluded from the purview of General Pool Accommodation in the Itanagar Capital Region :-

- (a) Public Health Engineering & Water Supply Department.
- (b) Water Resource Development Department.

- (c) Hydropower Development Department.
- (d) Power Department.
- (e) Agriculture Department.
- (f) Horticulture Department.
- (g) Fishery Department.
- (h) State Transport Department.
- (i) Rural Works Department.
- (j) Sports and Youth Affairs.
- (k) Cooperative Apex Bank.
- (l) APIDFC.
- (m) Veterinary and Animal Husbandry.
- (n) Arunachal University.
- (o) Multi-purpose Cooperative and Marketing Federation.
- (p) Police Department.
- (q) Environment and Forest department.

6. CLASSIFICATION OF ACCOMMODATION

The classified types of accommodation are Bachelor Barrack, type I, type II, Type III, Type IV, Type V, Type VI and Bungalow.

7. ELIGIBILITY FOR ACCOMMODATION :

The Government Servant shall be allotted quarter on eligibility and station seniority basis as per the following criteria:

- (1) Category of post and Pay level.
- (2) Station seniority (The date of joining in the place of posting will decide the station seniority).
- (3) No Quarters shall be allotted to an Officer/Official whose spouse has been already allotted Quarters. The Controlling Officer of concern Department shall certify the same in the format.

8. ENTITLEMENT OF RESIDENTIAL ACCOMMODATION FOR GOVERNMENT EMPLOYEE AS PER PAY SCALE :

Sl. No.	Basic Pay Scale of the post	Pay level	Category of Post	Entitled Quarter
1.	18,000 - 19,900	L-1 to L-2	C	Bachelor Barrack and Type-I or equivalent
2.	21,700 - 29,200	L-3 to L-5	C	Type-II
3.	35,400 - 47,600	L-6 to L-8	B	Type-III
4.	56,100 - 78,800	L-9 to L-11	A	Type-IV
5.	1,23,000 - 1,48,500	L-12 to L-14	A	Type-V
6.	182,200 – 2,50,000 & above	L-15 & above	A	Type-VI & Bungalow

Note : The enhanced pay scale due to MACP shall not be counted for allotting the quarter

9. APPLICATION FORM FOR ALLOTMENT OF QUARTER :

- (a) The Government employees desiring to avail Government accommodation shall apply in prescribed format to Director of Housing through their Head of the office/Controlling Officer in ICR and to the Head of Administration in the census towns of Arunachal Pradesh. The application submitted other than prescribed format in ANNEXURE-I shall not be accepted.No application shall be entertained for accommodation within six months of the date of superannuation.
- (b) While recommending any application of Government servant in prescribed format,the Head of the office/ Controlling Officer shall certify the following:
 - (1) Exact date of joining in the Station.
 - (2) Pay scale.

- (3) Date of appointment/transfer to the Station.
- (4) Designation.
- (5) Present temporary accommodation held by the applicant.
- (6) HRA drawn or not.
- (7) Transferable/Non-transferable.
- (8) Date of retirement.
- (9) The controlling officer/Head of office shall certify that the spouse of the applicant has not been allotted any accommodation.
- (10) The controlling officer/Head of office of the Department which avails GPRA shall invariably give a copy of transfer, superannuation, termination and death of its employee to the Directorate of Housing in ICR and the Head of Administration in the census towns.

Note : The applicant applying for accommodation in ICR shall apply online in the portal 'housing.udarunachal.gov.in' with all relevant documents for maintaining the seniority.

10. INTIMATION OF TRANSFER, RETIREMENT OR EXPIRY OF APPOINTMENT PERIOD :

- (a) To enable the Directorate of Housing/ Head of Administration to update the data regarding the position of vacant quarters for allotment, all Departments which avail accommodation from General Pool shall endorse a copy of transfer order, order of release on superannuation, dismissal of a Government Servant resulting in vacation of quarter or expiry of the period of appointment under various Boards/Commission to Directorate of Housing.
- (b) It shall be the duty of every government servant who has been allotted a government accommodation to intimate Director (Housing)/ Head of Administration about his/her transfer/ retirement within 30 days of releasing from his/her post.

11. ISSUE OF LAST PAYMENT CERTIFICATE AND PENSION CERTIFICATE TO GOVERNMENT EMPLOYEE ON TRANSFER/RETIREMENT FROM HIS/HER POSTING PLACE :

- (a) The concerned controlling officer shall not issue the '**LAST PAYMENT CERTIFICATE**' (LPC) or '**PENSION CERTIFICATE**' upon transfer or retirement of an Officer/Official unless a '**NO OBJECTION CERTIFICATE**' from Director (Housing)/ Head of Administration has been issued and submitted certifying vacation and surrender of Government quarter allotted, if any.
- (b) The employee on transfer /retirement shall also submit the records of civic charges /license fee deducted from his/her salary to Director (Housing)/Head of Administrations to obtain NOC.
- (c) The Director (Housing)/ Head of Administration shall not issue 'NOC' to employees who indulge in encroachments of Government quarters and its premises, in any manner.

12. PREPARATION OF ELIGIBILITY LIST :

The Directorate of Housing/Head of Administration shall prepare eligibility list of applicants, category wise in regular intervals for allotting the vacant quarters. The applications shall be renewed every year online by the applicant on portal in case of ICR failing which the name of the applicant will be deleted from seniority list by the system automatically.

13. ALLOTMENT OF VACANT QUARTER/FLATS :

- (a) The proposal for allotment shall be done for vacant houses on getting notice for vacation by the occupant of the quarter or on verification of staff of the Directorate of Housing in case of death of allottee or retirement or transfer or volunteer surrender on intimation.
- (b) There shall be no advance allotment.

14. QUARTER ALLOTING AUTHORITY :

On the basis of Station seniority and eligibility, the different categories of quarters shall be allotted in ICR on the specific approval of the following-

Types of Accommodation	Approval Authority
(a) Bachelor Barrack, Type-I & II	Director (Housing)
(b) Type-III, IV	Secretary/Commissioner
(c) Type-V and VI	Chief Secretary
(d) Bungalow	Minister (Housing)/CMO

In case of Towns/cities other than ICR, the Head of Administration of such towns/cities or Officer to whom such power is delegated shall allot the quarters.

15. PREFERENCE FOR ALLOTMENT OF GOVERNMENT QUARTER :

Preference will be given to those Government employees who do not possess their own private residential building in the capital complex/ township/census towns.

16. ALLOTMENT OF QUARTERS TO DEPENDENT OF GOVERNMENT SERVANT :**(a) On the death of allottee :**

- (i) On death of allottee, the dependent shall be allowed to retain the quarter for a maximum period of six months, if duly applied. The dependent should apply for the retention of the quarter within 15 days of the death of the allottee as per format in **ANNEXURE-II**.
- (ii) If the dependent of the allottee is appointed on the regular service on compassionate ground, the quarter shall be allotted to him/her on seeking allotment within six months from the expiry of the allottee provided the dependent is entitled for the same quarter. For such allotment, the dependent should apply with details of status of compassionate appointment.

(b) On retirement of allottee :

When a Government Servant in occupation of Government quarter retires from service, he/she shall be allowed to retain the quarter for a period of two months for finalization of his/her pension papers etc. as per format in **ANNEXURE-III**, if applied.

(c) On transfer :

In the event of transfer of an allottee to another station, the same accommodation may be allotted in the name of eligible spouse of the transferred allottee, if the spouse is entitled for it as per format in **ANNEXURE-IV**, if applied.

- (d) In case, the entitlement of the spouse is a lower type of quarter than the accommodation allotted to employee on death/retirement/transfer, an alternate entitled type of accommodation may be allotted in the name of spouse subject to the availability of quarters, if applied.
- (e) In case, the spouse is entitled for a higher type of accommodation than the accommodation allotted to employee on death/retirement/transfer, an alternate entitled accommodation type may be allotted to the spouse on subject to availability of quarters, if applied.
- (f) For alternate accommodation, spouse working in state Government Departments may apply within retention period mentioned in these guidelines from the date of transfer/death/ retirement of previous allottee.

17. ALLOTMENT OF ACCOMMODATION ON UNSAFE OR DANGEROUS GROUNDS :

- (a) An allottee, whose residential accommodation is unsafe or dangerous, may make an application to the Directorate of Housing/Head of Administration to declare such accommodation as unsafe or dangerous for living.
- (b) Allotment of alternate accommodation to an allottee on declaration of a house as unsafe or dangerous shall be done as per availability. In case of accommodation declared unsafe due to natural calamity, the affected allottee shall be considered by bypassing the seniority.

18. CHANGE/EXCHANGE OF ACCOMMODATION :

- (a) An allottee may apply for change of another quarter of same type of accommodation only after taking physical possession of accommodation allotted him/her. Only one change shall be allowed in the same type of accommodation to the allottee during the whole length of service.
- (b) Mutual exchange of quarters shall be allowed between the same categories of quarters only after formal approval of the competent Authority.

19. RENEWAL OF ALLOTMENT :

- (a) All the Government officials/Officers/Chairpersons and members of various Commissions/ Boards who have been allotted accommodation from General Pool Government Residential Accommodation have to renew his/her order of allotment in every 3 years from the date of issue of allotment order. If the allottee do not apply for renewal on expiry of three years, the quarter shall be treated vacant which may be allotted to other applicants.
- (b) Accommodation provided to the Chairman/Members of various Commissions/Boards shall be considered cancelled automatically with the completion of the tenure or co-terminus with the Government. Such quarters shall be allotted to other eligible applicants.

20. ALLOTMENT TO EMPLOYEE UNDER SUSPENSION :

No allotment of quarter shall be given to employee who are placed under suspension even though he/she has applied for Government quarter by staying in rented house. Allotment of quarter shall be made only after the confirmation of revocation of suspension order or re-employment after termination/ compulsory retirement, removal, dismissal.

Provided that the Government employee who has been already allotted Government quarter is suspended, the occupant of the Government employee will not be forced to vacate the Quarter and for allotting the said quarter to another applicant shall be subject to final outcome of the case of his/her suspension.

21. ALLOTMENT OF ACCOMMODATION ON RE-DEVELOPMENT OF GOVERNMENT COLONY OR ANY OTHER PURPOSE :

- (a) Where an entire Government residential colony or part thereof is required to be vacated for re-development or any other purpose, the allottees of such colonies shall be placed over seniority list for same type of accommodation and preference of allotment shall be given, as may be applicable.
- (b) Where there is no sufficient vacancy in the concerned type of accommodation to relocate the allottees of such colony, the concerned seniority list may be frozen in respect of such type of accommodation for such period as may be deemed necessary.
- (c) In the event of no availability of vacant quarters to relocate the allottees of such colony, the affected allottee may avail the House Rent Allowance (HRA) provisions given by the Government.
- (d) For re-development of any residential colony/sector, the concerned Department which has been entrusted with the responsibilities of such re-development shall make prior alternate arrangement of accommodation for the affected allottees as an interim arrangement.
- (e) The prior approval of Directorate of Housing shall be invariably obtained before proposing such re-development.

22. RETENTION OF QUARTERS ON CONCESSIONAL PERIOD :

- (a) The allottee may, subject to the conditions laid down in these Guidelines, be permitted to retain the accommodation on the occurrence of any of the events specified in the table below, for the period specified in the corresponding entry thereof, provided that the accommodation is required for the bonafide use of the allottee or members of his/her family as indicated below-

Sl. No.	Events	Permissible Period	Remarks
(i)	Resignation/Termination of service	1 month on normal civic charge	
(ii)	Transfer/Deputation	2 months on normal civic charge	
(iii)	Retirement	2 months on normal civic charge plus 4 months double civic charge	If duly applied by the dependent
(iv)	Death of the allottee	6 months on normal civic charge	If duly applied by the dependent
(v)	Proceeding on training	Full Period on normal civic charge	
(vi)	Study leave	Full period on normal civic charge	Applicable to Govt. sponsorship only.

- (b) The concerned Head of Office shall ensure deduction of civic charges as per the table at (a) and inform the Director (Housing)/Head of Administrations.
- (c) All allottees of general pool residential accommodation shall inform in written to the Directorate of Housing/Head of Administrations in case they are on leave for more than six months and retention of accommodation is required for family.
- (d) The retention of quarters beyond permissible period as fixed in 22(a) shall entail additional license fee/civic charges as below-
 - (i) More than 2 months, the double license fee shall be payable.
 - (ii) More than 4 months, the license fee shall be four times the normal charge.
 - (iii) More than 6 months, the license fee at prevalent market rate of equivalent area/types of quarter shall be payable.
 - (iv) No retention shall be allowed beyond six months except study leave or training approved by the Government.

23. SURRENDER OF AN ALLOTMENT :

An allottee may surrender an allotment of quarter/flat at any time during the occupancy period. He/She shall not be considered again for allotment at the same station.

24. SUB-LETTING OF GOVERNMENT ACCOMMODATION.

Sub-letting of Government quarters by allottee is strictly prohibited and shall be dealt with as per service rule. Further, the allotment of quarter of such incumbents shall be immediately cancelled after verification by the Directorate of Housing. Also, no allotment of accommodation shall be given to his /her spouse.

(a) Procedure for conducting inspection of subletting

The procedure for conducting inspections of subletting by the authorized officials shall be such as may be specified or decided by the Directorate of Housing/Head of Administrations.

(b) Penalty for subletting: -

- (i) Cancellation of allotment of accommodation or otherwise of the cases suspected of subletting shall be decided by the concerned authority after inquiry/verification.
- (ii) The Joint Director (Housing) shall be the deciding authority and the Director (Housing) shall be the appellate authority in respect of subletting of general pool residential accommodation in Itanagar capital complex. In the census towns, the Head of Administration shall decide the penalty on recommendation of an appointed verification officer.
- (iii) All the cases of subletting shall be reported to the deciding authority who shall initiate inquiry and inspection in accordance with the procedure as may be specified by the Directorate of House/Head of Administrations from time to time.
- (iv) After the completion of the inspection and inquiry under sub- rule (iii), the inspection report shall be referred to the deciding authority, who shall, after giving an opportunity of hearing to the allottee, pass an order in writing and where a case of subletting is established, the allotment shall be cancelled by the allotting authority.
- (v) Where the fact of subletting has been established, the deciding authority shall refer the case to the Estate Officer for initiation of eviction proceedings under the provisions of the Arunachal Pradesh Public Premises (Unauthorized occupants) Act, 2003 to carry out eviction proceedings.
- (vi) Any subletting of Government Quarter would entail disciplinary proceedings for major penalty against the Officer/Official.

25. CONSEQUENCE OF BREACH OF ALLOTMENT RULE.

The Directorate of Housing/ Head of Administration may take action against the allottee without prejudice to any other disciplinary action that may be taken against the allottee under these Guidelines. The allotment order shall be cancelled in addition to the disciplinary action that may be taken against the allottee as per CCS Rules, if he/she-

- (a) Commits breach of Guidelines.
- (b) Uses the accommodation or any portion thereof for any purpose other than for which it is meant.
- (c) Tampers with the electric or water connection.
- (d) Put the quarter into improper use.
- (e) Construction for extension without seeking permission from Directorate of Housing.
- (f) Has deliberately furnished incorrect information for securing allotment of the quarter.
- (g) Breaches terms and conditions of allotment.
- (h) Fails to follow the allotment Guidelines.
- (i) Encroaches upon the Government Quarters premises by constructing any structures in the name of his/her family members.

26. LICENCE FEE/CIVIC CHARGE FOR ACCOMMODATION :

- (a) Where allotment of accommodation has been accepted, the liability for license fee/civic charges shall commence from the date of physical occupation of the accommodation.
- (b) An allottee who, after acceptance, fails to take possession of that accommodation within 7 days from the date of receipt of the authority letter shall be charged one month license fee/civic charges from the date of allotment, provided that this provision shall not apply in case the maintenance agency does not hand over the accommodation in a habitable condition to the allottee within prescribed period or the accommodation is not ready for physical occupation for any other reason.
- (c) In case of license fee/civic charges has not been received continuously for a period of four months from an allottee or the Drawing and Disbursing Officer of office of the allottee, the allotment of accommodation of the concerned allottee shall be cancelled.
- (d) The license fee/civic charges shall be revised from time to time.
- (e) The copy of license fee/civic charge deductions shall be invariably given to Director (Housing)/Head of Administrations for record.

27. UNAUTHORISED OCCUPATION OF GOVERNMENT QUARTERS :

All unauthorized occupations shall be strictly dealt with by issuing vacation/show cause notices through Chief Estate Officer/Estate Officers/ Head of Administration. Action shall be taken against such unauthorized occupants as per provision of law/ Arunachal Pradesh Public Premises (Unauthorized occupants) Act, 2003 and other relevant laws.

28. ENCROACHMENTS/DEMOLITION/ ENCIRCLEMENT:

- (a) If a Government employee or his/her spouse/dependent family members indulges in encroachment/demolition/encirclement of the quarter allotted to him /her thereby causing loss or damage to structure of quarter or encroaches the premises by constructing any permanent structure or making the quarters inhabitable in any manner, his/her allotment order shall be cancelled forthwith.
- (b) It shall be the duty of concerned controlling Officer to initiate disciplinary action as per CCS Rules against such employees who indulge in any kind of encroachments/partial demolition/full demolition of Govt. quarters and its premises in any manner, when reported.
- (c) The encroachments of Government quarters, wholly or partially dismantling quarter structures are punishable offence and shall be taken actions under various sections of laws viz -
 1. Sub-section (1) & Sub-Section (ii) of Section 14 and Section 15 of Arunachal Pradesh Public Premises (Unauthorized occupants) Act, 2003.
 2. U/S 425 IPC, U/S 427 IPC, Sub-Section (1) of Section 320 Cr. P.C.
 3. Sub-Section (2) of Section 3 of Prevention of Damage to Public Property Act, 1984.
- (d) Any encroachments of the Government Quarters premises by any other person should be invariably reported by the Allottee to Director (Housing) in Itanagar Capital Complex and Head of Administration in other Census Towns with a copy to concerned Estate Officers for immediate appropriate action

29. THE PROCEDURE FOR TAKING POSSESSION/VACATING OF QUARTER ALLOTTED :

The Government employee on allotment of quarter/flat shall :-

- (a) Occupy the quarter/flat by receiving the key from Officer not below the rank of Junior Engineer who look after the maintenance of the quarter.
- (b) The inventory list of all Household items of the quarter shall be recorded by the JE in charge and got signed by the allottee. A copy of such list shall be submitted to the Directorate of Housing for record.
- (c) When allottee vacates the quarter/flats on transfer/retirement/ death, the list of household items shall be checked and the key handed over to the in-charge not below the rank of JE with copy to Director (Housing)/Head of Administration by allottee or authorized person.
- (d) The Directorate of Housing shall issue **"No objection certificate"** "only on clearance from the JE in-charge.
- (e) No Last Payment Certificate or Pension Certificate shall be issued unless NOC has been obtained by the Allottee from the Director of Housing/Head of Administration.

30. DEMOLITION OF QUARTER FOR THE PURPOSE OF RE-DEVELOPMENT OR OTHER DEVELOPMENT SCHEMES :

Any project or schemes which require demolition of quarters, the clearance from the Directorate of Housing shall be invariably obtained. For the schemes other than re-building of quarters, the loss of quarter and its premises shall be compensated to the Directorate of Housing appropriately for constructing quarters/flats somewhere else. All procedures of auction of quarters and write off shall be followed through the Directorate of Housing.

The proceeds of such auctions conducted as per Guidelines shall be deposited in the State Exchequer with copies to all concerned for information.

31. DISCRETIONARY POWER OF ALLOTING AUTHORITY :

Situations, not covered by the Guidelines, and in case of an anomaly in the allotment process, the final decision will with the Allotting Authority under his/her discretionary power.

32. SAVING CLAUSE :

The matters which are not covered by the above guidelines shall be dealt with in accordance with the provisions of the relevant Government of India norms as applicable.

Manish Kumar Gupta, IAS
Chief Secretary,
Government of Arunachal Pradesh,
Itanagar.

ANNEXURE-I

APPLICATION FORM FOR GOVERNMENT ACCOMMODATION
(ONLY FOR REGULAR EMPOLYEE)

NB : Please do not use any abbreviation

1.

Name in full (in block letters)

:

-
2.

Designation

:

-
3.

Contact No.

:

-
4.

Email Id

:

-
5.

Department

:

-
6.

Basic Pay of the Post

:

-
7.

Pay Level

:

-
8.

Status of Service

:

-
- (a) (Regular / Adhoc / Contract)

:

-
- (b) Date of Appointment.

:

-
- (c) Date of joining in the posting place (Station)

:

-
9.

Date of superannuation

:

-
10.

Details of spouse

:

-
- (a) Name

:

-
- (b) Occupation

:

-
- (c) If Government Employee, whether accommodation
allotted in the name of the spouse or not. Give details.

:

-
11.

Do you own any residential house in the present posting place?

:

YES / NO
12.

Certificate of controlling officer as per Annexure-‘A’ overleaf.

:

-

DECLARATION AND UNDERTAKING

I do hereby declare that I have not suppressed any material fact nor have misrepresented any fact. I also undertake to abide by all rules and regulations of Government accommodation and also undertake to obtain, NOC and handover the keys of the allotted quarters along with vacation report to the allotting authority on my superannuation/transfer from my present posting place.

Date:-

Place:-

Signature of Applicant.

ANNEXURE - I A

CERTIFICATE OF CONTROLLING AUTHORITY
(To be given only for Government Employees)

This is to certify that as per service record Shri/ Smti/ Miss.....
Son/ Daughter/ Wife of Shri / Late.....Designation
was appointed on.....vide Government Order No.....
Dated.....He/ She/joined this office on fresh appointment / transfer
on dated

As per record, he/she has not been allotted any quarter so far.

Signature of Controlling Officer
(With seal & Designation)

FOR OFFICE USE ONLY

- (1) Checked and found, all particulars duly filled in by the applicant, correct.
- (2) Applicant's entitlement as per Government rules is type.....quarters.
- (3) Applicant's station seniority within his entitled category is type.....
- (4) Applicant's Sl. No. recorded in the register is.....

Date:-

Place:-

Signature of Branch Officer/
Dealing Assistant.

Remarks of allotting authority.

ANNEXURE-II

APPLICATION FORM FOR RETENTION OF QUARTER ON DEATH OF ALLOTTEE

NB:- Please do not use any abbreviation

1.

Name of Deceased Allottee (in block letters)

:

-
2.

Designation

:

-
3.

Contact No.

:

-
4.

Email Id

:

-
5.

Department

:

-
6.

Date of Death

:

-
7.

Enclosed Death Certificate

:

YES / NO
8.

Enclose allotment order of quarter

:

-
9.

Details of Applicant on whose name the quarter is applied for retention
- (a)

Name

:

-
- (b)

Relation with the deceased Allottee

:

-
10.

If Employed :-
- (a)

Designation

:

-
- (b)

Department

:

-
- (c)

Contact No

:

-
- (d)

Email Id

:

-
- (e)

Certificate of controlling officer as per Annexure-A overleaf.

:

-
11.

Enclose a copy of latest Civic Charge deducted

:

YES / NO
12.

Period for retention sought (Maximum permissible is 6 months)

:

-

DECLARATION AND UNDERTAKING

I do hereby declare that I have not suppressed any material fact nor have misrepresented any fact. I also undertake to abide by all rules and regulations of Government accommodation and also undertake to obtain, NOC and handover the keys of the allotted quarters along with vacation report to the allotting authority on expiry of retention period.

Date:-

Place:-

Signature of Applicant.

ANNEXURE - II A

CERTIFICATE OF CONTROLLING AUTHORITY
(To be given only for Government Employees)

This is to certify that as per service record Shri/ Smti/ Miss.....
Son/ Daughter/ Wife of Shri / Late.....Designation.....
was appointed on.....vide Government order No.....
Dated.....He/ She joined this office on fresh appointment / transfer on
dated

As per record, he/she has not been allotted any quarter so far.

Signature of Controlling Officer
(With seal & Designation)

FOR OFFICE USE ONLY

- 1. Checked and found, all particulars duly filled in by the applicant, correct.
- 2. Applicant's entitlement as per Government rules is type.....quarters.
- 3. Applicant's station seniority within his entitled category is type.....
- 4. Applicant's Sl. No. recorded in the register is.....

Date:-

Place:-

Signature of Branch Officer/
Dealing Assistant.

Remarks of allotting authority.

ANNEXURE-III

APPLICATION FORM FOR RETENTION OF QUARTER POST RETIREMENT

NB:- Please do not use any abbreviation

- | | | |
|-----|--|----|
| 1. | Name in full (in block letters) | :- |
| 2. | Designation | :- |
| 3. | Contact No. | :- |
| 4. | Email Id | :- |
| 5. | Department | :- |
| 6. | Date of Retirement | :- |
| 7. | Period for Retention Applied
(Maximum permissible period of 2 months) | :- |
| 8. | Quarter No. | :- |
| 9. | Type | :- |
| 10. | Sector | :- |
| 11. | Enclose a latest copy of Civic Charges deducted | :- |
| 12. | Certificate of controlling officer as per Annexure-‘A’ overleaf | :- |

UNDERTAKING

I hereby undertake to vacate the quarter on expiry of the retention period immediately by handing over the keys to the concerned officer timely with all inventories intact.

Date:-

Place:-

Signature of Applicant.

ANNEXURE – IIIA

CERTIFICATE OF CONTROLLING AUTHORITY
(To be given only for Government Employees)

This is to certify that as per service record Shri/ Smti/ Miss.....
Son/ Daughter/ Wife of Shri / Late.....Designation.....
is retiring on dated.....

As per record, he/she has been allotted Quarter No.....type.....
Sector/Colony.....

Signature of Controlling Officer
(With seal & Designation)

Remarks of allotting authority.

ANNEXURE - IV

APPLICATION FORM FOR ALLOTMENT OF QUARTER INCASE OF TRANSFER OF SPOUSE

NB:- Please do not use any abbreviation

- | | | |
|----|---|----|
| 1. | Name of the Applicant (in block letters) | :- |
| 2. | Designation | :- |
| 3. | Contact No. | :- |
| 4. | Email Id | :- |
| 5. | Department | :- |
| 6. | Name of Spouse Transferred | :- |
| | (a) Department | :- |
| | (b) Designation | :- |
| | (c) Quarter No. / Type | :- |
| | (d) Location | :- |
| 7. | Enclose a copy of latest Civic Charges Deducted | :- |
| 8. | Enclose Transfer Order | :- |

UNDERTAKING

I do hereby declare that I have no suppressed any material fact nor have misrepresented any fact. I also undertake to abide by all rules and regulations of Government accommodation and also undertake to obtain, NOC and handover the keys of the allotted quarters along with vacation report to the allotting authority on my superannuation / transfer out from the present posting place.

Date:-

Place:-

Signature of Applicant.

ANNEXURE – IVA

CERTIFICATE OF CONTROLLING AUTHORITY
(To be given only for Government Employees)

This is to certify that as per service record Shri/ Smti/ Miss.....
Son/ Daughter/ Wife of Shri / LateDesignation.....
was appointed on.....vide Government order No.....
Dated..... He/She joined this office on fresh appointment / transfer on
dated

As per record, he/she has not been allotted any quarter so far.

Signature of Controlling Officer
(With seal & Designation)

FOR OFFICE USE ONLY

- (1) Checked and found, all particulars duly filled in by the applicant, correct.
- (2) Applicant’s entitlement as per Government rules is type.....quarters.
- (3) Applicant’s station seniority within his entitled category is type.....
- (4) Applicant’s Sl. No. recorded in the register is.....

Date:-

Place:-

Signature of Branch Officer/
Dealing Assistant.

Remarks of allotting authority.

ANNEXURE-V

UNDERTAKING

I, Mr/Mrs.....S/o, D/o, H/o, W/o.....
voluntarily declare that the deceased late.....is related to
me as(as per service record). He/She was not allotted Government Quarter from
General; Pool nor encroached/damaged any Government quarter and its premises in any form. Also,
he/she has not constructed any illegal structure / building within the public premises during his/her
lifetime.

This Declaration is sworn before the court of Executive Magistrate Itanagar/Naharlagun/Nirjuli/
Banderdewa for obtaining “**No Objection Certificate**” as required with sound mind and knowledge of the
legal consequence of the declaration and nothing is concealed herein.

Date.....
Place.....

Deponent

Witness:

1.
2.
- Executed before me on dated.....

Executive Magistrate

ANNEXURE-VI

UNDERTAKING

I, Mr/Mrs.....S/o, D/o, W/o.....
presently residing at quarter No.....Type: BB/I/II/III/IV/V.....
Sector.....Itanagar/Naharlagun/Nirjuli/Banderdewa, Arunachal
Pradesh and Permanent Resident of.....Town/ Village,
District.....P.O/P.S.....Contact
number.....presently working as.....in the Department
of.....do hereby undertake the sole responsibility of keeping the
Government quarter allotted to me and its premises in good shape and intact till my retirement from
service including the grace period. I shall submit the photographs of four sides of quarter while vacating
and handover the keys to the Department along with the list of inventories.

That, in case of violation of this undertaking is found subsequently, I understand that I am liable to
be taken action by the Concern Authority under relevant sections of laws including CCS rules.

Date.....
Place.....

Deponent

Witness:

1.
2.
- Executed before me on dated.....

ANNEXURE-VII

UNDERTAKING

I, Mr/Mrs.....S/o, D/o, W/o.....
working as..... in the Department ofdo hereby
declare that I have not been allotted any quarter from General Pool. I also declare that my spouse
Mr/Mrs.....Working as
department..... has not been allotted any quarter from General Pool so far.

Further, we have not encroached any Government quarter or its premises in **Itanagar Capital Region (ICR)**. Subsequently, if myself or my spouse and any of our dependents are found committing encroachments, we are liable to be taken action as per relevant rules including disciplinary action under CCS rules.

Date.....
Place.....

Deponent

Witness:

- 1.
- 2.

Executed before me on dated.....

Executive Magistrate

ANNEXURE-VIII

FORMAT FOR QUARTER / FLAT OCCUPATION REPORT

To,
The Director (Housing)
Government of Arunachal Pradesh,
Itanagar

Sub: Occupation Report.

Sir,
I have been allotted Government Quarter No...../Flat No.....Type-BB/I/II/III/IV/
V/VI/Bungalow located at Sector..... Itanagar/ Naharlagun/ Nirjuli/Banderdewa
vide your allotment no.....dated.....I am occupying the said quarter/flat today
on dated.....The following are the details of the inventories found in the quarter/flat-

- 1. Cot :nos.
- 2. Table :nos.
- 3. Chair :nos.
- 4. Sofaset :nos.
- 5. Dining Table :nos.
- 6. Dining Chair :nos.
- 7. Ceiling fan :nos.
- 8. AC :nos.
- 9. Almirah :nos.
- 10. Others items if any (specify) :

The list of inventory has been verified by the JE-In-charge of the quarter/Flat.

Yours faithfully
.....