

DIRECTORATE GENERAL, CENTRAL RESERVE POLICE FORCE, BLOCK NO-1,
CGO COMPLEX, LODHI ROAD, NEW DELHI-03

(Ministry of Home Affairs)

No. A.II-1/2015-Adm-I-DA-IV

Dated, the November, 2015

To,

The Spl. DG, Jammu, Guwahati, Kolkata,
The ADG, Southern Zone, Hyderabad,
All IsG (Adm/Ops),
Director, ISA Mt. Abu & CRPF Academy Kadarapur,
All Composite Hospitals.
All Principals, CTCs/RTCs, CIAT, CTC(T&IT),
All DIsG (Adm/Ops)Range,
All DIsG, Group Centres, including CWS Rampur/Pune,
All Commandants including RAF & CoBRA.

Subject: **GUIDELINES FOR ALLOTMENT AND OCCUPATION OF FAMILY QUARTERS IN CENTRAL RESERVE POLICE FORCE, 2015.**

In order to streamline the system of allotment for family quarters and its occupation thereof and keeping in view the large expansion of Force and position/condition about availability of family quarters, following Rules are hereby issued on allotment and occupation of family quarters in CRPF with immediate effect.

At present, Estate Officers of CRPF Static institutions and GCs are appointed through a notification issued by MHA under the provision of section 3 of “The Public Premises (Eviction of unauthorized occupants) Act, 1971”. The Estate Officer has the powers of civil court under Code of Civil Procedure, 1908 in respect of following matters :-

- (a) Summoning and enforcing attendance of any person and examining him on oath;
- (b) Requiring the discovery and production of documents;
- (c) Any other matter which may be prescribed.

The objective of appointment of Estate Officer is for the purpose of eviction, recovery of rent, assessment of damages on account of use and occupation etc. However, allotment and retention of family quarters in GC campuses and other locations are administrative functions and are subject to scrutiny by Senior Officers.

[A]. SHORT TITLE AND COMMENCEMENT :-

- (1) In order to streamline the system of allotment of family quarters and its occupation thereof, following Rules are hereby framed;
- (2) These rules may be called ‘The Central Reserve Police Force Family Accommodation Rules, 2015’.

[B] AUTHORIZATION :-

- i) The authorization of residential accommodation as approved by Govt. is placed at **Appendix-A**. The allotments should conform to it.
- ii) Guidelines for allotment of accommodation to Signal and Training Staff have been shown in **appendix-B**.

- iii) Family quarters will be allotted for each category separately strictly on the basis of date of receipt of application for the allotment.
- iv) Family quarter will be allotted for a period of 3 years or for the period of the stay of allottee in the particular station whichever is earlier. For this purpose, a waiting list of such personnel who are desirous to keep their families shall be maintained for each category separately and allotment of the quarter will be done strictly according to the priority in waiting list. The HMC may in very selective cases recommend an out of turn allotment. Such cases should be extremely rare.
- v) Entitlement in respect of Rank and File of combatized and non-combatized Min. Staff will be according to their corresponding ranks/status.

[C]. **CONDITIONS AND GENERAL RULES :-**

1. Family accommodation will be allotted to the personnel who are posted in particular Offices/Institution/GC, its affiliated Units/attached coys/attached signal platoon/engineering wing and other Offices located in the same campus (entitled category).
2. One each family accommodation for SDG/ADG/Sector IsG/Medical IG (in case Composite Hospital located in same campus)/ DIGP cum Estate Officer will be earmarked/reserved for allotment and will be exempted from open general allotment.
3. For GOs normally the criteria would be the date & time of receipt of application after reporting at a station.
4. If quarters are vacant, it can be allotted to personnel from other units/GCs/offices (non-entitled category), especially on the ground of Medical treatment/Education. A separate waiting list will be maintained for these personnel .
5. Waiting list to be maintained as per date of receipt of application. Estate officer will ensure that waiting list is not tampered with and receipt of application may be provided to the applicants.
6. Online application and written application for allotment of quarter duly recommended by HOO where applicant is working will be accepted. In case, personnel is away from place he may send an application through Selo, time and date of Selo message will be treated as date of receipt.
7. Both waiting lists be maintained and uploaded on web site.
8. Those who desire to occupy a lower type of accommodation than their normal entitlement may do so, if otherwise in order and permitted by the HMC. But the liability of paying license fee, wherever, applicable, will be according to the rules and no reduction thereof will be permissible.

9. After the demands of the entitled category are fully met, if there are vacant quarters left, they can be allotted to non entitled category as per demand to be assessed through circulation to all formations well in advance.
10. If any new allottee refused to accept allotted accommodation or surrender the allotted accommodation, they will be debarred for submission of request of allotment of another accommodation at least for the period of next six months.
11. All allotments made and the waiting list that should be drawn up after every allotment meeting shall be put up on the notice boards, websites etc., in the offices. This will bring about required transparency in the system.
12. Allottees will occupy quarter within 15 days or else will take permission in writing for extending period not more than 02 months.
13. The meaning of 'Family' shall be as per the provisions contained in GC & Bn Officers Manual. As such only the allottee and their family members can reside in the family quarters. However, in exceptional cases, concerned HOO may permit any other dependent relative or other person to reside with allottee in CRPF quarters.
14. No person will be allotted a quarter within a period of three years from the date of vacation of the quarter earlier allotted to him. This condition or period will, however, be relaxable if quarters are available and no one is awaiting his turn on the waiting list.
15. Sector IGP will decide the allotment of quarters as on requirement basis in the event of induction of duty/resting Bn at any location under jurisdiction.
16. After the expiry of the prescribed period, the allottee shall be required to vacate the quarter subject to exemption laid down below unless decided otherwise by the HMC for reasons to be recorded in writing.

i)	Family members suffering from chronic diseases	Till the duration of treatment and certified by the Medical Officer that the patient is capable of undertaking journey to other station.
ii)	Family members required to be operated upon or recently operated	Till the duration of treatment and certified by the Medical Officer that the patient is capable of undertaking journey to other station.
iii)	Delivery Cases	May be given extension if the expected date of delivery is less than three months on the date of completion of the normal prescribed period till the new born baby has attained the age of 03 months.
iv)	Education of the children	Till the closing of the then current academic session.

17. The families of personnel who are posted in GC/resting Bn and have been transferred to attached Bn of the respective GC & vice versa may be allotted/permitted to retain quarter by exchanging the quota of their previous office with the quota of the present office, depending on the merit of the case. Such permission be granted only to the maximum extent of 05 years or till posting whichever is earlier.
18. An officer shall be considered to be in occupation of residence when he proceeds on leave, course or temporary duty for short duration unless the competent authority otherwise directs. Normally the allottee shall be considered to be in occupation of residence during the period of his posting in that particular station unless the allotment is changed or suspended by the competent authority due to other factors to be recorded in writing.
19. The residence allotted to an employee may be retained on specific direction of HMC on the happening of any of the events mentioned below for the period specified against each provided that the residence is required for the bonafide use of the officer or members of his family.

i)	Transfer	Two Months.
ii)	Resignation/dismissal/ removal /termination or unauthorized absence without permission	One month on payment of normal License fee.
iii)	Desertion	May be dealt with by the Comdt./HOO on merit.
iv)	Death of the allottee	(a) 12 months on payment of normal license fee. (b) In case any of the children of the deceased are studying in school in the station and the family has to stay back to complete examination beyond the period mentioned in iv(a) the quarter may further be allowed to be retained by the family till the end of the then current academic session.
v)	Retirement/Invalidation	02 months on payment of normal license fee & further 02 months on payment of twice the normal license fee without submitting medical certificate or certificate from Educational authorities. Further retention of 02 Months on payment of four Times the normal license fee and subsequent 02 months on payment of six times the normal license fee shall also be permissible on medical/educational grounds.(08 months)

vi)	Leave preparatory to retirement / terminal leave/period of encashment of unavailed portion of EL on superannuation/retirement	For the full period of earned leave subject to maximum of 04 months inclusive of the period permissible in case of retirement on payment of normal license fee.
vii)	On proceeding on foreign service in India(Deputation)	02 months

20. Normal license fee shall be payable in case of retention due to deployment in J&K, NE and LWE Region.
21. Five type-II and five type-I Special quarters will be kept reserve for allotment on emergent/compassionate grounds according to the merits to be recommended/decided by HMC.
22. The HMC shall recommend the utilization of family line maintenance fund as per existing order. The Estate Officer shall take action as per the directions of HMC strictly in accordance with all extant instructions on the subject.
23. As a welfare measure to meet the housing requirement of CRPF widows, 10 quarters in Type-I, Type-I(Special) and Type-II (in case of non-availability of Type-I & Type-I Special) may be earmarked as “Nirmal Sadan” in each Group Centre for allotment to the widows. The widows should apply within 03 years only. The conditions for allotment of these quarters will be as under:-

(i) **Priority :-**

The following will be the order of priority for allotment of Nirmal Sadan :-

- a) The widow whose husband is killed in terrorist action and her children are studying in Secondary and Senior Secondary Classes.
- b) The widow whose husband is killed on the line of duty and her children are studying in Secondary and Senior Secondary Classes.
- c) The widow whose husband is killed in terrorist action and she is in dire need of accommodation.
- d) The widow whose husband is killed on line of duty and is in dire need of accommodation.

(ii) **Licence Fee & other charges :-**

Licence fee and electricity & water charges as applicable to Force personnel will be charged.

(iii) **Period of allotment :-**

The Nirmal Sadan will be allotted to the widow on year to year extension basis but not exceeding three years. Every year each case will be reviewed critically and extension will be considered on merit based on the dire need of the widow. Further extension on extreme compassionate grounds can be granted for another two years by the SDG/A DG of Zone concerned.

- (iv) **Vacation** :-
As per the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 that the accommodation will be got vacated after giving notice. In case the widow fails to vacate the accommodation even after giving notice, the prescribed vacation process, under rules will be followed as per direction of HMC.
24. Sector IGP would be competent to declare any building not in use as Officers/SOs messes (Annexes) for providing accommodation to single GOs & SOs, if sufficient single officers accommodation is not available in the Officers' Mess or SOs' Mess as the case may be and payment may be made as per assessed license fee for the portion or 10% of one's emoluments whichever is less. No license fee will however be recovered from personnel entitled to rent free accommodation.
25. The force personnel who are on deputation including PAO / RPAO are not entitled/will not be provided Govt. accommodation in CRPF.
26. For Out of turn allotment/retention /extention /management as per guidelines given in SR-317-B-8(A) GOI decision No. (ii), the said committee will be constituted by the concerned Sector Hqr having following members:-
- | | |
|----------------------|---|
| (a) Chairman | - Estate officer of the static location |
| (b) Vice Chairman | - Next senior most officer of the station |
| (c) Member secretary | - In charge(a GO) of building branch |
| (d) Member-1 | -one SO/GD |
| (e) Member-2 | -One SO from M/Staff. |
| (f) Member-3 | -One OR(CT or HC) |
| (g) Cop-Member | -MO/SMO/CMO |
- (If house is required to be allotted on medical ground)
- (h) Board proceeding will be approved by Sector IGP.
- (i) The period of the committee will be for 01 year. After every one year, the members of the committee will be rotated as per guidelines. The committee shall meet at least once every calendar month or more, as may be required, to decide the cases of allotment, extension, retention, change, cancellation and vacation etc., of the quarters to various categories of personnel as per instructions.
27. Keeping in view educational prospects of the wards of force personnel and other peculiar family problems being faced by them, initial period of allotment of CRPF quarter will be 03 years extendable up to 05 years by the GCOs and 07 years by Sector IsG and beyond it by ADG/SDG in extreme special circumstances.
- (a) In case of extention due to posting in eligible zone i.e. J&K/LWE/NE region it will be extendable till posting in eligible area subject to following condition as specified in MHA OM dated 18/02/2002 :-
- i) Retention shall be purely on merit.
 - ii) Case of retention shall be restricted to 25% of the available quarter in each category.

- (b) Retention of family quarters on transfer to J&K, LWE and NE Region is permitted at Group Centre location only.
 - (c) Retention of family quarters on transfer to J&K, LWE and NE Region is not permitted at training institution/unattached & signal Bns.
 - (d) Minimum period of allotment for non-entitled category will be one academic session. In case there is no claimant of entitled category the maximum period of allotment to non entitled category can be extended to 03 years (03 academic sessions).
28. Gazetted Officers who are deployed in NE region/J&K/LWE irrespective of their declared HQrs are eligible for allotment/occupation of CRPF Quarters in any Static location subject to the conditions that :-
- (i) The accommodation shall be allotted to the Officers who are deployed in NE Region/J&K.
 - (ii) The Officers will be required to pay normal license fee for such accommodation.
 - (iii) Accommodation may be allotted only if it is surplus of requirement for Officers stationed at that Static offices/attached units and local units.
29. There will be no reserve quota for mahila employee.
30. On the direction of HMC, the Estate Officer may cancel the allotment of family quarter if the conduct of the allottee or any of his family member is found un-becoming/indisciplined.
31. On the direction of HMC, the Estate Officer can declare an individual who commits breach of rules and conditions to be ineligible for allotment of residential accommodation for a period not less than 6 months but not exceeding one year.
32. Consequent on cancellation of allotment, the un-authorized occupation of the quarter shall result in realization of rent at the market rates fixed by the Estate Officer in consultation with CPWD besides other damages for unauthorized use and occupation of the residence. A member of the Force so unauthorizdly occupying a residence shall also be liable to disciplinary action on the recommendation of HMC.
33. **RECOVERY OF LICENSE FEE:-**
- a) NGOs will be entitled for rent free accommodation as per rule 41 of CRPF Rules, 1955.
 - b) The officers and men not entitled to rent free accommodation when allotted residential accommodation shall be charged license fee as per rules prescribed by the Govt. of India.

- c) The license fee will be recovered from the allottee as per the official procedure.
34. The water and electricity charges in respect of family accommodation will be promptly charged as per bill received from the State authority and paid before the last date. The water and electricity charges including meter charges in respect of family accommodation allotted for temporary period, say not less than one month, may be determined by detailing a board of Officers who will work out the water and electricity charges based on the average consumption of past one year in a particular category of accommodation in consultation with CPWD authorities to arrive at reasonable conclusion. It will also be ensured by all unit/offices that water/Electricity charges for the accommodation placed under them and allotted to their staff are regularly collected and deposited in the appropriate head of the State authorities in consultation with the respective Static offices to facilitate timely settlement of bills and to avoid unnecessary correspondence.
35. The Adm Directorate may relax any of the conditions prescribed in above outlines with the approval of Director General and in case of any doubt in regard to their interpretation, a specific reference be made to Adm Directorate and its decision shall be final.
36. This instruction is not applicable for CRPF accommodation available at Dwarka and Faridabad, which will only be covered by the guidelines for allotment and occupation of family accommodation issued earlier vide letter No. A.II-4/2015-Adm-I-DA.4 dated 19/01/2015 and No. A-II-3/2011-12-DA.4-Adm-I dated 03/07/2013 respectively.
37. This supersedes “all family accommodation Rules” issued earlier by this Directorate.

Sd/30/11/2015
DIGP(Adm) Dte.

Internal :-

All section of Dte. Genl, CRPF.

APPENDIX-A

RANK-WISE AUTHORIZATION AND ENTITLEMENT IN RESPECT OF STATIC LOCATIONS, ATTACHED & SIGNAL BN EXCEPT TRAINING INSTITUTION

SL. NO	RANK	PERCENTAGE OF AUTHORIZATION	RANKWISE TYPE/ENTITLEMENT
1	DC and above	70%	Type-VI=ADG/IGP/DIGP/Med.Supt/DIG/Comdt./CMO(NFSG) Type-V=CMO/Second-In-Command Type-IV=DC/AC
2	Asstt. Comdt & M.O	40%	Type-IV-SMO/MO/AC Type-III= MO/AC
3	SOs	14%	Type-III=OS/SM/Insp/SI and equivalent Type-II=SI/ASI/HC/CT/Tradesmen & equivalent
4	Ministerial/ Hospital Staff	80%	Type-III= SI to SM and equivalent Type-II=SI/ASI/HC/CT/Tradesmen & equivalent
5	ORs	25%	Type-II=HC/CT/Tradesmen and equivalent Type-I= CT/Tradesmen & equivalent rank

AUTHORIZATION AND ENTITLEMENT OF ACCOMMODATION IN TRAINING INSTITUTIONS

SL.NO.	RANK	PERCENTAGE OF AUTHORIZATION	RANKWISE TYPE/ENTITLEMENT
1	Married accommodation for Gazetted Officers	75%	Type/entitlement of quarters will be according to rank as mentioned in col-1 to 2 above.
2	Married accommodation for Non-Gazetted Officers	50%	Type/entitlement of quarters will be according to rank as mentioned in Col-3 to 5 above.

**GUIDELINES FOR ALLOTMENT OF ACCOMMODATION TO
SIGNAL AND TRAINING STAFF**

Personnel of Signal Bns :-		
a)	i) Those who remain at Hqr throughout their tenure ii) Those who are turned over between Hqrs and Coys/platoons	i) 02 years in the first instance extendable by another 01 year on the recommendations of the Officer-in-charge under whom there are directly working. ii) 02 years in the first instance extendable by another 06 months on the recommendations of the Officer-in-charge under whom there are directly working.
b)	Personnel of CTC/RTC/CIAT	02 years in the first instance extendable by another 01 year on the recommendations of the Officer-in-charge under whom there are directly working.
c)	Personnel of I.S.A	The allotment shall vest in the Director according to the local conditions.