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ISO: 45001 COMPANY

HARYANA POWER GENERATION CORPORATION LTD

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula
Corporate Identity Number: U45207HR1997SGC033517

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Office Order No. 387/CE/Admn.

Dated: 24.04.2023

HPGCL is pleased to issue House Allotment Policy for allotment of accommodation to HPGCL officers and officials at various Power Stations, called "HPGCL Allotment of Residential Accommodation Regulations" (copy enclosed). These regulations will be applicable with immediate effect and supersedes all the existing regulations of House Allotment Policy of erstwhile HSEB and further amendments issued by HPGCL.

This issues with the approval of Board of Directors, HPGCL in its 134th meeting held on 22.03.2023.


- Sd -
Dy. Secy./General,
For Chief Engineer/Admn.,
HPGCL, Panchkula.

Endst. No. Ch-166 /GB-154(Vol-II) 7457

Dated: 24.04.2023

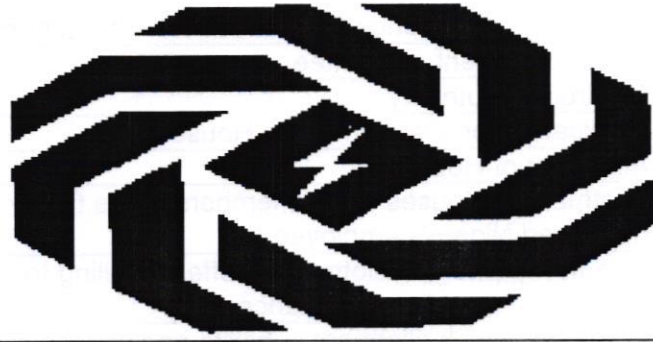
A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL.
2. Controller of Accounts / Finance, HPGCL, Panchkula.
3. Company Secy., HPGCL, Panchkula w.r.t. agenda item no. 134.18
4. All FA & CAOs, HPGCL.
5. L.R., HPUs, HPGCL, Panchkula.
6. All Dy. Secy./Under Secy./Admn. Officer in HPGCL.
7. XEN/IT, HPGCL, Panchkula. It is requested to host this office order on the website of HPGCL.


Dy. Secy./Genl.
for Chief Engineer/Admn.
HPGCL, Panchkula.

CC:

1. SPS to Chairman, HPUs, Panchkula.
2. OSD/Tech. to M.D., HPGCL, Panchkula.
3. SPS to Director/Generation, HPGCL, Panchkula.
4. SPS to Director/Finance, HPGCL, Panchkula.
5. SPS to Director/Technical, HPGCL, Panchkula.
6. PS to Chief Engineer/Admn., HPGCL, Panchkula.



HPGCL

**Haryana Power Generation
Corporation Limited**

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula

House Allotment Policy



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Regulation 1. Short Title and Commencement

- i. These regulations shall be called "**Haryana Power Generation Corporation Ltd.-House Allotment Policy**".
- ii. These regulations shall come into force with immediate effect.

Regulation 2. Definitions

In these regulations, unless there is anything repugnant in the subject or context:-

- a) '**Allotment**' means the grant of a license to a Nigam's employees to occupy a residence owned by the Haryana Power Generation Corporation Ltd., for use by him/her as a licensee.
- b) '**Nigam**' means Haryana Power Generation Corporation Ltd. constituted under Section 5 of the Electricity (supply) Act, 2003.
- c) '**Committee**' means the House Allotment Committee set up under Regulation-6 of these regulations.
- d) '**Eligible Office**' means the station of posting of an employee where he is entitled for the allotment of Nigam's residence.
- e) '**Family**' means the wife or husband, as the case may be and children, step children, legally adopted children, parents, brothers or sisters who ordinarily reside with the employee and are dependent on him/her.
- f) '**Licence fee**' means the sum of money payable monthly by the allottee in accordance with the provisions of the Haryana Civil Services(HCS) Rules 2016 as applicable in the State of Haryana and adopted by the Nigam under regulation 5 of these regulations.
- g) '**Normal Standard Rent**' means the Charges recoverable under Regulations-22 of these regulations from an employee of the Nigam to whom the residence is allotted.
- h) '**Penal Rent**' means a licence fee recoverable from the employee who overstays residence allotted to him/her with or without the approval of the competent authority.
- i) '**Pay**' means Basic Pay excluding dearness allowance.
- j) '**Residences**' means all types of residential accommodation owned by the Haryana Power Generation Corporation Limited or under its control.
- k) '**Secretary**' means the Secretary, House allotment committee set up under regulation-6 of these regulations. Secretary shall be of the rank of XEN, as nominated by the concerned Chief Engineer.
- l) '**Estate Officer**' means the officer entrusted with the management and for regulating the use of Nigam's accommodation. XEN/Civil holding the charge of Colony Maintenance at respective Power Station will be Estate Officer.
- m) '**Sub-letting**' includes sharing of residence by an allottee with another person with or without payment of rent by such other person.
- n) '**Transfer**' means transfer from one station to another.
- o) '**Type**' in relation to an employee means the type of residence for which he/she is eligible under Regulation-4, of these regulations.
- p) '**NAC**' means **Non- Availability Certificate to be issued by the Member Secretary of the House Allotment committee. The validity of NAC shall be valid up-to 31st March of the financial year. The employee in case of Project offices(not for head Office) are required to submit fresh NAC after every year for the purpose of claiming HRA.**

Regulation 3. Allotment of House to husband and wife Eligibility in case of employees who are married to each other

- i. No employee of the Nigam shall be allotted a residence under this regulation unless the wife or husband, as the case may be of the Nigam's employee who has already been allotted a residence by the Nigam or any other Government/ Public undertaking surrenders the same:-
Provided that below regulation shall not apply:-
 - a) Where the husband and wife are residing separately in pursuance of an order for judicial separation made by any Court of Law.
 - b) Where the husband and wife are posted at different stations.
- ii. Where two Nigam employees at one station of posting in occupations of separate residence allotted under these regulations, marry each other, they shall within one month of the marriage surrender one of the residences allotted to them. If a residence is not surrendered as required by sub-regulation (i) above, the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type,

then the committee has the power to cancel the allotment of either of house on the expiry of such period.

Note: Definition of station is as prescribed in Haryana Civil Service rules-2016 i.e. at a place up to twenty kilometers outer limit of the municipal limits of the place of posting.

Regulation 4 Classification of Houses.

The allotment of the residence shall be made on the pay-wise/rank wise basis for various types of houses. The types of houses will be divided in two categories and is as under:-

Sr. No.	Type of House		Revised Pay Range
	PTPS, Old DCRTTP, WYC Hydel Colony	New DCRTTP Colony and RGTPP Colony	
For Class-III and Class-IV Officials			
1.	Type-I	Type-II	From any basic pay to Rs. 32,100/-
2.	Type-II	Type-III	Basic Pay Rs. 32,101/- to Rs. 41,900/-
3.	Type-III	Type-IV	Basic Pay Rs. 41,901/- and above
For Class-I & Class-II Officers only			
4.	Type-IV	Type-V	AE, AEE, Accounts Officer, Supdt., MO& equivalent rank and above
5.	Type-V	Type-VI	XENs, Admin Officer, Under Secy., Sr. AO, SMO & equivalent rank and above.
6.	Type-VI	Type-VII	SEs & FA/CAO and equivalent rank and above
7.	Type-VII	Type -VIII	Chief Engineer

Regulation 5 'Rate' of License-fee and fee for extra amenities.

- i. The sum of money payable monthly by the allottee, as may be fixed by the Nigam from time to time, shall be the normal rate of license fee. The normal rate of fee for extra amenities provided to an employee will be such as is fixed by the Nigam from time to time.

The present rate of License fees shall be as under:-

S No.	PTPS, Old DCRTTP, WYC Hydel Colony	New DCRTTP Colony and RGTPP Colony	Amount of Licence Fee (in Rs) Per month
1	Type I	Type II	200
2	Type II	Type III	300
3	Type III	Type IV	400
4	Type IV	Type V	500
5	Type V	Type VI	1,000
6	Type VI	Type VIII	1,500

- ii. The licence fee, penal rent, water or any other charges recoverable from an employee regarding allotted accommodation, shall be recoverable by deducting the same from his/her monthly salary.

Regulation 6 House Allotment Committee

The house allotment committee shall be constituted by the respective Chief Engineer at the plant locations and shall comprise of 03 members including Senior Most Superintending Engineer/Electrical as Chairman, SE/Civil and One SE, nominated by the concerned Chief Engineer.

In case of a tie on any issue, the Chairman of the committee shall have the deciding vote.

Duties/responsibilities of the House Allotment Committee: -

- i. The Committee shall be competent to allot the Nigam's residence to the eligible employees in accordance with these regulations and within their share of residence where existing.
- ii. It shall not be open to the committee to allot a house of higher type to an employee who is not entitled to it.
- iii. Normally, the principle of allotment of Nigam's residence (except in case of job-oriented accommodation which shall have to be vacated by an officer/official even in case of non-change of the station on transfer failing which the provision of Regulation-21, will come into operation) will be as under:-
 - a) Meeting of the committee- The House Allotment Committee shall meet normally once in a month.
 - b) In case of excess vacancy of houses: - At any project, in case the houses available for allotment are more than the employees willing/applying for the accommodation for any category of houses, the houses may be allotted to employees having equivalent status on rotation basis irrespective of their request/willingness/ application considering their seniority based on their date of joining at HPGCL or date of their entitlement for that category of House.

Illustration:

The employee to whom accommodation for any category of the house has been allotted irrespective of his/her request/willingness due to excessive vacancy of house, in that case, the HAC shall allot the house for a period of one year or till application from the willing employee is received whichever is earlier, to the senior most employee entitled in that category of House. After the lapse of One year, on the request of the employee, the same house shall be allotted to the next senior-most employee in that category and this process will go on. Thereafter, the employee can claim HRA after taking NAC from their respective Member Secretary of HAC and he shall be placed in the tail of the seniority list for that category of House. This shall be applicable to the employee to whom accommodation for any category of the house has been allotted irrespective of his/her request/willingness due to excessive vacancy of the house from the issuance of this regulation.

- c) Chief Engineer of the respective station may recommend for allotment of one step above category of the house in the interest of the plant, (or in the case, any above category houses are vacant from more than 6 months), which would be considered with the approval of Whole Time Directors, subject to availability of the house and with a condition that house is to be vacated (within 30 days from the notice served by HAC) in case an application for allotment is received from the eligible employee entitled for that category of house. The employee to whom one step above category of house has been allotted has to apply a fresh application for allotment in the entitled category.
- d) Occupants willing to vacate the accommodation would submit their request to the House Allotment Committee and on availability of new applicants, House Allotment Committee may allow such vacation as per seniority of such employees on the basis of period of occupancy of the accommodation, with the concurrence of Chief Engineer concerned.

Regulation 7. Controlling Authority.

The Whole-Time-Directors of the Nigam shall be the Coordinating and Controlling Authority in respect of all residences owned or controlled by the Nigam.

Regulation 8. Application for allotment of a House.

- i. Application for fresh house allotment/**Change of Residence** will be collected twice a year (**Jan & July**) and accordingly, a seniority list of all entitled employees for each category of houses shall prepare and notified. However, it would not restrict the employees from

applying for a change of house/allotment of house, during the rest of the year. Such requests will be entered in a separate register for each category and the employees shall be placed at the tail end of the seniority list for the said category of house, till preparation of fresh seniority list in the month of January and July.

- ii. **For determining the seniority for any category of house, the date of joining of the officer/official in HPGCL for the equivalent status of house or date of entitlement for that category of house, whichever is later would be considered.**
- iii. However, in case of fresh allotment, in case of a tie, the one who is elder in age would be preferred.
- iv. In case of Fresh allotment in any category of House, no choice for a particular House/Floor will be considered.
- v. Request for allotment of accommodation on compassionate grounds to widow/dependents of the deceased employee for the permissible period shall be given preference but with the approval of Whole time Directors of the Nigam under regulation 25 subject to feasibility/availability of such accommodation.

Note:-

- i. In cases, where houses are more than applicants and houses still laying vacant, the house allotment committee can allot the house without seeking an application from the employee.
- ii. In the case entitled accommodation is not available and any officer/official is interested to take a house in the below category; he/she will remain senior to entitled officers/officials.

Regulation 9. Allotment of Houses.

- i. A vacant residence or when a residence falls vacant, it will be allotted in the order of seniority as provided under **Regulation 6** to the applicant desiring for change in that type of residence or fresh allotment, provided an applicant shall not be compelled to accept a residence of a type lower than that for which he is eligible.
- ii. The committee may cancel the existing allotment of a Nigam employee and may allot him an alternative residence of the same type or in type next below (in emergent circumstances) to that in occupation of the employee, if the residence in occupation is required to be vacated.
- iii. Seniority for Change of accommodation would be considered on the basis of date of allotment of the accommodation in said category of house. In case of any tie, the elder in age would be given preference.

Regulation 10. Allotment of Houses to the members of the family of deceased Nigam's employees.

Where the deceased employee was in occupation of official residence, the family could retain the same for a period of **Two years on payment of normal Standard Rent** in the following manner:-

- i. The normal standard rent shall be payable within one month of the date it becomes due. In default the family can be asked to vacate the accommodation on two week's notice, and if the family vacates the quarter, house rent allowance as per the instructions for the period falling short of one year will be allowed, as would have been admissible to the employee if he had taken private accommodation on rent.
- ii. The family of those employees of the Nigam who are in occupation or residence/quarter belonging to the Chandigarh Administration, will be entitled to the retention of the Govt. accommodation (U.T.) for a period of four months. For rest of the period i.e. 8 months House Rent Allowance at the rate prevalent at that time will be allowed to them.

Regulation 11. Non-acceptance of allotment offers or fails to occupy the allotted residence after acceptance.

- i. If an employee fails to accept the allotment of a residence in writing within **15** days and fails to take possession of that duly allotted residence within 30 days from the letter of allotment and applications are still available with HAC for allotment in that category then:
 - a) His/her application for House allotment shall not be considered for another allotment for a period of one year from the date of issue of the allotment letter.
 - b) He/She will have to apply afresh after six months for allotment of an entitled class of residence and will be placed at the bottom of the seniority on the date of application.

- c) While supplying the monthly vacancy position, the Estate Officer shall certify that the vacant houses are livable or can be made livable within 20 days of allotment.
- ii. In case of any difficulty to occupy the accommodation or any reason making the house unsuitable to occupy, such a situation should be brought to the notice of the XEN/Civil / Estate Officer by the allottee within 10 days of receipt of the letter of allotment. Extension in time shall be allowed by the House Allotment Committee or an alternative allotment as deemed fit shall be made on the recommendations of the XEN/Civil/Estate Officer.
- iii. If any employee occupying a lower type residence, is allotted or offered a residence of the type for which he/she is eligible or for which he/she has applied, refused to accept the allotment or offer of allotment, he/she maybe permitted to continue in the previously allotted residence on the following conditions:-
- That such an employee shall not be eligible for another allotment for a period of one year from the date of the allotment letter for the higher type accommodation for which he will have to apply afresh and his application will be considered as per the seniority.
 - While retaining the existing residence, the same standard rent shall be charged, as he/she would have to pay in respect of the residence so allotted or the standard rent payable in respect of the residence already in his occupation, whichever is higher.

Regulation 12 Period for which allotment subsists and the concessional period for further retention.

- An allotment of residence shall be effective from the date on which it is accepted by the employees and shall remain in force until: -
 - The expiry of the concessional period mentioned in column III of the table given in sub-regulation (ii) below, or
 - It is cancelled or deemed to have been cancelled under these regulations or surrendered by the employees.
- A residence allotted to an employee may be retained, on the occurrence of any of the events specified in Col. II of the table below, for the period, specified in the corresponding entry in Col. III, provided that the residence is required for the bonafide use of the employee or members of his family.

Sr. No.	Event	Permissible period for retention of the residence
I	II	III
1	Resignation, dismissal or removal from service or terminate of service	45 days
2	On transfer, in the case of i) non-earmarked accommodation ii) earmarked accommodation	i) Two months and further two months on the medical/education ground ii) One month
3	Retirement or terminal leave/VRS i) non-earmarked accommodation ii) earmarked accommodation	i) Six months ii) One month
4	i) Temporary Posting/ Transfer on deputation in India / outside India. ii) Study leave iii) Death of the allottee iv) Leave on medical grounds	i) 3 Months ii) Full period of sanctioned leave. iii) Two years (Subject to Regulation-10) iv) For full period of leave.

Explanation:

- The period permissible on transfer /proceeding on leave shall count from the date of relinquishing charge. The period for which the Nigam employee remains on leave before joining duty at the new office of posting shall not be taken into account in calculating the permissible period.
- The allotment shall be deemed to have been cancelled on the expiry of the admissible/concessional period and/or otherwise beyond the permissible period, penal rent as per norms applicable shall be deducted.

- iii. A Nigam's employee under suspension will be allowed to retain the Nigam's residence on payment of normal rent till revocation of his suspension.
- iv. No extension for retaining the allotted house will be considered in case of transfer is on the personal request of the officer/official.

Note:-

- i. In case of non-receipt of decision till the expiry of the permissible period, the request is deemed to be rejected and the pendency of the decision of any such request would not confer any right to the applicant for any exemption/concession in this regard.
- ii. For the mid-term transfers, CE at the respective plant may allow transit accommodation to the officer/official as per entitlement at prevailing charges/rent, although his family might had been allowed retention of accommodation at earlier place of posting.

Regulation 13. Commencement of liability to pay the licence fee in respect of accommodation or alternative accommodation accepted by the employee

- i. Where an allotment of accommodation or alternative accommodation has been accepted, the liability of the license fee shall commence from the date of occupation or the tenth day from the date of receipt of the allotment order, whichever is earlier.
- ii. An employee, who, after accepting the allotment, fails to take possession of that accommodation within fifteen days of receipt of the allotment order, shall be charged a license fee from such date for the period of one month or till the date on which the new allottee takes possession of the said accommodation whichever is earlier.
- iii. Where an employee, who is in occupation of a residence, is allotted another residence and he occupies the new residence, the allotment of the former residence shall deem to have been cancelled from the date of occupation of the new residence. He/she may, however, retain the former residence without payment of license fee for that day and the subsequent day, for shifting.

Regulation 14 Liability to pay damages caused to the buildings, furniture, fixtures and other services etc.

It will be the personal liability of the employee for the payment of license fee till the residence allotted to him/her is vacated. He / She shall also be liable for the payment of damage, excluding normal wear and tear caused thereto, or to the furniture, fixture or fitting, or service provided therein by the Nigam for which the residence has been and remains allotted to him/her.

For the above purpose, the officer/official to whom a residence is allotted shall be required to sign an inventory of all services and fittings, when he enters into occupation of residence and till he vacates.

Regulation 15 Surrender of an allotment and period of notice.

An employee of the Nigam may at any time apply his/her willingness to surrender their accommodation in writing to the House Allotment Committee. Such requests would be considered, with the concurrence of Chief Engineer concerned, keeping in view of the duties of the employee.

The House Allotment Committee would prepare a seniority list of all such allottees willing to surrender their accommodation on the basis of the period of occupancy. In case of a tie, the older in age would be preferred.

Such Nigam employee, who surrenders the residence, his request may not be considered again for allotment of residence for a period of one year from the date of such surrender and he will have to apply afresh for the entitled class of residence and will be placed at the bottom. HRA as admissible shall be given to such employees as per provision contained in Regulation-6.

Regulation 16. Change of Houses.

- i. The Board employee to whom a residence has been allotted under these regulations, may apply for a change to another residence of the same type or residence of the type for which he/she is eligible under regulation-4. Not more than one change will be allowed in respect of one type of residence allotted to an employee.

- ii. Application for change of residence shall be made on the form specified by the Committee. Seniority amongst the applicants shall be reckoned from the date of occupancy of said category of the house at that station. In case of a tie, the older in age shall be preferred.
- iii. In case, an applicant in order of seniority becomes eligible for a change of category of house/flat, he/she will also be allowed to change of floor simultaneously subject to the above conditions & seniority for requests for change of floor.
- iv. If an employee fails to accept a change of residence offered to him/her within 15 days of the receipt of such offer or allotment, he/she shall not be considered again for a change of residence of that type for the next 1 year. This offered allotment will be considered as availed chance in the said category of House.
- v. If the change is allowed due to poor condition of house, it will not be considered as a change.

Regulation 17. Mutual Exchange of Houses.

Nigam employees to whom residence of the same type have been allotted under these regulations, may apply for permission to mutually exchange their residences. Permission for mutual exchange of their residences may be granted by the Committee in very exceptional cases/justified cases.

Note: -

- i. No request for mutual ex-change of accommodation would be considered in case of employee under transfer or due for retirement in next one year.
- ii. **In case of mutual change, the applicant has to obtain no objection from the applicants senior to them as per the seniority list for change of house.**

Regulation 18. Maintenance of Houses.

An employee to whom residence has been allotted shall maintain the residence and premises in clean condition to the satisfaction of Committee. Such employee shall not shrub any tree or plants, nor cut or lop any existing trees or shrubs in any garden courtyard or compound attached to the residence except with the prior permission of the committee. The contravention of this regulation renders the employee, the cancellation of residence besides disciplinary action as may be recommended by the committee.

Keeping the cattle of any kind in the colony is strictly prohibited and punishable.

Regulation 19. Sub-letting and sharing of Houses.

- i. Sub-letting of any kind of house whether in part or fully is strictly prohibited. In case of any sub-letting by any employee, he/she shall be disqualified from house allotment and his/her allotment shall be cancelled. In case of sub-letting to an out-sider, i.e. than the Nigam's employee(s), it will render the allottee for severe disciplinary action.
- ii. No employee shall share the residence allotted to him/her or any of the out-houses, garages, appurtenant thereto. The servant quarter out-houses, and garages may be used only for the bonafide purpose including the residence of the servant of the allottees or for such other purposes as may be permitted by the committee.
- iii.
 - a) Any employee who has been allotted accommodation, may be allowed to share his/her accommodation with some other employee with mutual consent with the prior approval of the House Allotment Committee. Permission for sharing the accommodation may be granted if the employee to whom the house has been allotted is reasonable expected to be on duty on Nigam works for at least six months from the date of approval of sharing of accommodation.
 - b) The allotment of sharing will automatically be cancelled if the original allottee vacate the house on his/her transfer or if he/she resigns or otherwise.
 - c) The allotment of the shared house will not entitle the shared allottee any right for allotment of the full house out of turn.

Regulation 20. Consequences of breach of regulation.

- i. If any employee retire/member of family to whom residence has been allotted sublet the residence or erects any unauthorized structures or makes any structure alterations in any part of the residence or uses the residence or any portion thereof for any purpose other than that for which it is meant or tempers with the electric fitting or water connections or

commits any other breach of the regulation or the terms and conditions or permits or suffers the residence or premises to be used for any purposes which the committee considered to be improper or conducts himself/herself in a manner, which in the opinion of the committee is prejudicial to the maintenance or harmonious relation with his/her neighbors or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the committee without prejudice to any other action, that may be taken against him/her can cancel the allotment of the residence.

Explanation:

Where action to cancel the allotment is taken on account of any breach of any Regulation caused by an allottee, a period of fifteen days shall be allowed to the allottee to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or on the expiry of the period of 15 days notice to vacate the accommodation, whichever is earlier.

- i. And He/She will be liable to pay damages caused by way of the unauthorized structure of Nigam.
- ii. He/She will be liable for disciplinary action as per the Rules/Punishment & Appeal Regulations applicable to him/her.
- iii. Where an employee occupies the Nigam residence without proper/authorized allotment of the committee, he/she shall be liable to pay penal rent besides disciplinary action for the misconduct to be taken by the concerned appointing and punishing authority on receipt of the report from the respective committee.

Regulation 21. Overstay in residence after the cancellation of allotment.

- i. Where after the allotment has been cancelled or is deemed to have been cancelled under any of the provisions of these regulations and the residence remains or has remained in occupation of the employee to whom it was allotted over and above the period provided in the table under Regulation-12(ii), such employee shall be liable to pay 'penal rent'.
- ii. Penal Rent as per prevalent HPGCL/State Govt. instructions as applicable/as amended from time to time would be applicable/ charged.

Charges payable for the accommodation beyond the entitled period in case permission for retention is allowed

1. For transferred serving employees: - The charges payable by a transferred employees for the accommodation would be at par with those applicable to a serving employee posted at that location.

2. For retirees/dependents of deceased employee

Period beyond entitlement	Charges payable
Up to 6 months	20 times of licence fee
7 – 12 months	35 times of licence fee
13 – 24 months	50 times of licence fee
25th month onwards	100 times of licence fee

Note: License fee for the purpose would be as defined under Haryana CSR-2016, provided in Chapter-IV of Allowances to Haryana Government employees (Page no.-21) duly adopted by HPGCL and amended from time to time.

3 a. The employees working on deputation in any Govt. department (except those in BBMB) would be allowed to retain accommodation beyond the entitled / permissible period, with a condition that the borrowing department shall deposit HRA + License fee from the employee on deputation. However, HPGCL is not bound to allow such type of retentions.

b. The Competent authority to allow retention of accommodation of officer/official on deputation beyond the entitled period shall be as per Regulation 25 i.e. CE/Admin up to two years and WTDs beyond two years after the permissible period.

Penal rent applicable in case no permission for retention has been granted	For retirees/dependents of the deceased employee as well as serving employees:-	
	As per the applicable penal rent provisions i.e. presently as per Haryana CSR-2016 as given below:-	
	Period of overstay	Rate of penal rent over and above the normal rent
	Upto first month of overstay	At the rate of fifty times of the normal licence fee
	Overstay of above one month and upto two months	All the rate of the one hundred times of the normal licence fee
	Overstay of above two months and upto three months overstay	At the rate of two hundred times of the normal licence fee
Overstay of four months and above	At the rate of three hundred times of the normal licence fee	
Note:-		
1) Penal rent would be charged, in all cases where permission for retention of accommodation has not been allowed by the competent authority.		
2) After 06 months of overstay - In addition to the prescribed penal rent initiation of disciplinary proceedings as per instructions and Punishment & Appeal Regulation applicable to serving or retired officer/officials as applicable.		

Regulation 22. Normal Standard Rent: -

As soon as a residential building is completed and is available for allotment, the standard and economical rent thereof shall be worked out and supplied by the competent authority to the officers responsible for recoveries of rent as well as to the Estate Officer and the Secretary. The Standard rent for different categories of houses is fixed as under:-

Sr. No.	Type of House	Eligibility Pay Range	Normal Standard Rent
1.	Type-I	From any basic pay to Rs. 32,100/-	Rs 190/-
2.	Type-II	Basic Pay Rs. 32,101/- to Rs. 41,900/-	Rs 270/-
3.	Type-III	Basic Pay Rs. 41,901/- and above	Rs 335/-
4.	Type-IV (for Gaz. Officers only)	AE & equivalent rank and above.	Rs 465/-
5.	Type-V (for Gaz. Officers only)	XENs & equivalent rank and above.	Rs 700/-
6.	Type-VI (for Gaz. officers only)	SEs , FA&CAO and equivalent rank and above.	Rs 800/-
7.	Type-VII (for Gaz. officers only)	Chief Engineer	Rs 1000/-

In case an employee is eligible for a higher category of house but is occupying a lower category house because of non-availability of a higher category house, he/she would continue to pay the Normal Standard Rent chargeable for the category of house he/she is occupying, irrespective of the pay being drawn by him/her.

Regulation 23 Continuance of allotment made prior to the issue of these regulations.

An allotment which subsists immediately before the commencement of these regulations shall be deemed to be an allotment duly made under these regulations.

Regulation 24. Interpretation of regulations.

If any question arises in the interpretations of these regulations or any additions/alterations or amendments in these regulations are required, that shall, be decided by the Whole Time Directors, HPGCL and in case of any dispute, the decision of the Whole Time Directors, HPGCL will be final.

Regulation 25. Relaxation of Regulations.


The Whole Time Directors of the Nigam may relax any of the provisions of these regulations in the case of any employee or residence or class of employees or types of residences.

- i. 1st / 2nd / 3rd request of the officer/official during mid-term/general transfer/transfer within a financial year or request of retiree/dependent of the deceased employee for retention of corporation accommodation up to 2 years after the permissible period on transfer/ retirement/ death of the allottee etc. on the applicable charges, shall be considered by the CE/Admn., HPGCL, Panchkula.
- ii. 1st, 2nd & 3rd request which cannot be accepted by the concerned competent authority as given in para-(i) above would be considered by Managing Director, HPGCL.
- iii. 4th request onwards of the officer/official/ retiree/ dependent of deceased employees for retention corporation accommodation would be considered by the WTDs, HPGCL.
- iv. Any request for retention of corporation accommodation beyond 2 years after the permissible period as prescribed in Regulation-12 would be considered by the WTDs, HPGCL.
- v. The retention of houses for retirees shall be allowed in spells of 6 months maximum for a total period of two years.
- vi. All pending requests and future requests would be considered as per the provisions from (i) to (vi) above.
- vii. In case of those retirees who are re-engaged after retirement and accommodation is provided /allowed as per the existing policy for re-engagement of retiree on contract basis in HPGCL:-
"the period of retention of corporation accommodation in HPGCL colonies during the contract period of his/her re-engagement shall not be counted for the purpose of total period beyond permissible limit during which he/she has occupied corporation accommodation after his/her retirement."
- viii. The cases for house retention by re-employed retirees shall be decided by concerned Chief Engineer considering availability of houses.
- ix. The Whole Time Directors, HPGCL shall be competent to allow the retention of house in Corporation Accommodation beyond the permissible period on normal standard rent under extreme circumstances like death of employee etc.

Regulation 26. Repeals and savings.

All administrative instructions, which are repugnant or contrary to the above mentioned regulations, are hereby repealed.

Issued in pursuance of the decision of the Board of Directors, HPGCL in its 134th meeting held on 22.03.2023.


Chief Engineer/Admin
HPGCL, Panchkula.