

Rules governing the Commissioners' residential accommodation for Class IV employees.

1. (i) These rules apply to the allotment to Class IV employees of the quarters specified in the schedule appended hereto (not printed.)

(ii) They shall come into effect on the 20th May 1954.

2. For the purpose of these rules "The appropriate authority" shall mean such officer or officers as may be nominated by the Chairman in this behalf.

"Family" shall mean wife, husband in the case of women employees, children, father, mother, minor brothers and sisters and step children if they are solely dependent on the occupant.

"An unauthorised person" shall mean any person who is not a member of the family of the allottee and who stays in the quarters without the previous permission of the appropriate authority.

"An employee" means a permanent Class IV employee of the Commissioners for the Port of Calcutta.

3. (i) Any employee who desires accommodation, shall submit an application in the prescribed form to the head of his department, who will forward it to the appropriate authority duly recommended.

(ii) The appropriate authority shall maintain a separate waiting list for each department strictly in accordance with priority dates showing the quota of single and family quarters for each department provided that the appropriate authority may allot quarter to any person in supersession of priority as a special case with the Chairman's sanction.

(iii) The question of allotment of quarters shall be in the sole charge of the appropriate authority who in making allotment shall consider the priority of applications

(iv) The appropriate authority shall issue a Housing Card to every allottee. In the Housing Card, particulars of the allottee's Ration Card and the number of members of the family permitted to live with him will be mentioned. This card shall always be kept in the residence and produced whenever required.

4. (i) An employee with family shall be allotted one room while two employees without families will have to share one room.

(ii) An employee who is allotted family quarters shall be deemed single if his family does not live with him at least for six months in the year.

(iii) If any employee who has been allotted single quarters, requires temporary family quarters, he shall submit an application in writing to the appropriate authority who may make a temporary allotment if possible.

5. The allotment of quarters to any employee shall stand cancelled in any of the following cases, namely :—

(i) If an employee shares accommodation allotted to him with any unauthorised person or sub-lets or parts with possession of the quarters allotted to him or any portion thereof.

(ii) If an employee retires, resigns or is dismissed or removed from service or is guilty of a criminal offence, or for any other reason whatsoever is considered by the appropriate authority to be an undesirable element.

(iii) If an employee dies.

(iv) If an employee permits trees in the premises to be cut down or lopped save with the previous consent in writing of the appropriate authority.

(v) If an employee keeps or allows to be kept cattle in the residence or in the vicinity or carries or allows to be carried on any business or opens or allows to be opened any shops in the residence or in the vicinity or constructs or allows to be constructed any unauthorised structure or extension to the residence or in the vicinity or erects or allows to be erected any shrine or place of worship how-

ever small or insignificant in the residence or in the vicinity or indulges in gambling or allows any gambling to take place in the residence or in the vicinity or causes any disturbance to the people in the locality or does or allows to be done in the quarters or in the vicinity any act, deed or thing which is illegal or which may constitute a nuisance.

(vi) If an employee enters into unauthorised occupation of any residence by breaking open the lock of the residence or otherwise.

(vii) If an employee is in possession of any unauthorised structure on Commissioners' land and conceals the said fact from the Commissioners or fails to break up such structure within 10 days from the date on which he is directed to do so.

In cases falling under clause (iii) above quiet, vacant and peaceful possession of the quarters must be delivered not later than seven days from the date of tender of the deceased's settlement dues to his legal heir or heirs.

In all other cases such possession must be delivered and housing card surrendered not later than three days from the date of tender of the settlement dues of the employees. This is without prejudice to the rights of the Commissioners to take such disciplinary action against the employee concerned as they may think fit and proper.

Heads of Departments or Sectional Officers concerned shall inform the appropriate authority of the death, resignation, retirement or dismissal of an employee who is in the occupation of the Commissioners' quarters.

6. An allottee proceeding on leave shall deliver vacant possession of his quarters to the appropriate authority before proceeding on leave. On his failure to do so, the appropriate authority may at his discretion cancel the allotment.

7. An employee in occupation of quarters shall maintain his residence and its surroundings in a clean condition to the satisfaction of the Commissioners' Health Officer.

8. An employee in occupation of quarters shall be personally responsible for any damage caused thereto by him or his family.

9. No employee shall enter into unauthorised occupation of a residence by breaking open the lock of the residence or otherwise.

10. (i) In cases of unauthorised occupation or unauthorised construction the appropriate authority will advise the department concerned to direct the offender to vacate quarters and/or remove the unauthorised structure within ten days. Failure to comply with such direction shall be regarded as a breach of discipline rendering the employee concerned liable to disciplinary action which may extend to dismissal from service.

(ii) If an employee after the cancellation of his allotment should continue to occupy quarters after 48 hours of the tender of his settlement dues, he shall be considered a trespasser.

(iii) If the dependents of a deceased allottee continue to occupy quarters after seven days of the tender of the deceased's settlement dues to his legal heir, they will be considered trespassers.

(iv) An employee against whom disciplinary action has once been taken for unauthorised occupation of quarters and/or building of unauthorised structures shall not be allotted quarters again.

11. Any allotment of quarters specified in the schedule which is subsisting immediately before the introduction of these rules shall be deemed to be an allotment duly made under these rules.

12. Amendments and alterations may be made in the schedule from time to time.

13. The appropriate authority may without assigning any reasons cancel the allotment of quarters made to any employee at any time by giving such employee one month's notice in writing. On the expiry of the time mentioned

in the said notice the employee is bound to deliver quiet vacant and peaceful possession of the quarters without claiming any compensation whatsoever.

14. The employee may, however, within 7 days from the date of receipt of an order of cancellation of allotment appeal to the Chairman through the Head of the Department to which the employee belongs against such order of cancellation. The Chairman's decision on such appeal shall be final and binding.

15. It is expressly stipulated that by allotment of quarters to the employees they are permitted by the Commissioners use of the quarters merely as licensees strictly in accordance with the aforesaid rules.

16. The Chairman may if he thinks fit relax any or all these rules or he may add new residences to the schedule from time to time. In all matters arising out of the question of interpretation or working of these rules the decision of the Chairman shall be final and binding on all concerned.

*Sanctioned by the Government of India, Ministry of Transport
vide letter No. 9-P. I (53) /52 dated 20th May 1954.*
