



# Allotment of Residences at NICF Policy (2022)

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**Allotment of NICF Residences Policy, 2022**



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**Allotment of  
Residences at NICF**



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## Allotment of NICF Residences Policy, 2022

### 1. Short Title and Application

- The policy to be called the "Allotment of Residences at NICF Policy, 2022".
- They shall come into force on 19<sup>th</sup> May, 2022.

### 2. Definitions:

- a) Allotment means the grant of license to occupy a residential accommodation in accordance with the provisions of this policy;
- b) "Accommodation" means the Residential Accommodation available at the NICF campus under the control of DG, NICF.
- c) "Head of Department (HOD)" means DG, NICF who exercises the control over the Estate Management Functions at the NICF premises.
- d) "Estate Officer" means officer working in NICF designated so by the DG, NICF.
- e) "Family" means the wife or husband of allottee, as the case may be, and children, step children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the allottee;
- f) "Government" means the Central Government unless the context otherwise requires;
- g) "License fee" means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of an accommodation allotted under these rules;
- h) "Special license fee" means a license fee charged from allottees for short period or temporary allotment of accommodation or charged from other ineligible offices or organization for allotment of accommodation on special purposes;
- i) "Damages" means a compensation to be levied in multiples of license fee in the event of unauthorized occupation or subletting or misuse of whole or any part of accommodation by the occupant of the accommodation;
- j) "Subletting" means letting out of a residential accommodation in NICF partly or wholly by an allottee or any person outside allottee's family and immediate relations.
- k) "Immediate relations" means relationship such as Grandfather, Grandmother, Grandsons, Granddaughters, Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law and include relationship established by legal adoption;
- l) "Temporary Transfer" means a transfer, which involves an absence for a period not exceeding four months from the place where the accommodation is allotted.
- m) "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 any service under a State Government or a Union territory administration and include deputation to a post in an ineligible office or organization.





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- n) "Eligible type of accommodation" in relation to an officer means the type of accommodation to which she/he is eligible under these rules.
- o) "Delhi" means the area within the limits of the National Capital Territory of Delhi which the Government may declare conferring eligibility for the allotment of accommodation;
- p) "Own house" means a building or part thereof meant for residential purposes and owned by the allottee or by any member of her/his family;
- q) "Surrender of accommodation" means vacation of accommodation after physical occupation of the accommodation by the allottee on her/his own volition during the allotment period;
- r) "Misuse" in relation to an allotment, means an accommodation or a servant quarter or a garage being used by allottee herself/himself or by her/his family members or immediate relations staying with her/him for the purpose other than the purposes provided under these rules;
- s) "Guest" means a casual visitor staying temporarily with the allottee.
- t) "Residential accommodation" means a covered structure or part thereof whether permanent or semi-permanent or temporary, which has at least a living room and a lavatory with or without kitchen.

### 3. Number of Quarters & Entitlements:

Sl. No.	Type	No. of Quarters	Entitlement (Pay Level, 7 <sup>th</sup> CPC)	License Fee in ₹ effective from 01.07.2020
1.	Type II	24	2, 3, 4, 5	370
2.	Type III	18	6, 7, 8	560
3.	Type IV	12	9, 10, 11	750
4.	Type IV S	06	11	790
5.	Type V	09	12, 13	1490
6.	Type VI	06	14	2200
7.	Type VII	01	15, 16	2580





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### 4. Allotment policy

#### General Conditions:

- a. The officers Posted in NICF and who are eligible for/drawing Training Allowance shall mandatorily be required to stay in NICF Campus for being available round the clock for academic, training and research works, and to assist trainees in their wholesome training and growth. Such officers shall not be eligible for HRA. However, the officers who are not willing to stay in NICF Campus residence for valid reasons will have to apply for transfer and their applications will be forwarded to DoT HQ/DoP HQ for transfer out.
- b. The Officers Posted to NICF Campus are required to apply for Quarter in NICF Campus within two months of joining. However, he may seek relaxation to apply for new Quarter by maximum two more months for valid reasons, which is subject to approval of DG NICF. No further relaxation can be granted to Officers for whom mandatory stay condition is applicable.
- c. The Officials of NICF not drawing training allowance shall also be encouraged to stay in NICF Campus to make themselves available round the clock for their assigned duties and in the interest of NICF. However, the issue of making their stay mandatory in NICF Campus shall be decided in due course after taking into account vacancy position.
- d. In order to optimize the use of available Quarters in the NICF Campus, the vacant quarters, if any, which are not likely to be allotted to NICF officers/officials soon, may be offered to other eligible officers/ officials initially for a period of two years (may be extended further after reviewing the internal need of NICF) working in Delhi/NCR and who are liable to be posted in NICF in their normal course of duty. It will be offered to them by inviting application (**as in Annexure A**). However, such officers will have to give an undertaking to vacate these quarters on a two months' notice whenever need arises for accommodating NICF's own officers/ staff. These officers will abide by all terms and conditions applicable on other residents of the Campus.
- e. The allotment procedure of quarters shall be as per the GPRA rules of Govt. of India mutatis mutandis and in case of any doubt/dispute, GPRA rules shall prevail and decision of NICF will be final.

#### Quarter wise Conditions

- **Type VII** (1 No) shall be post attached quarter of DG, NICF. The incumbent of the post attached quarters shall not be eligible to stay outside the campus and therefore no HRA shall be paid to him/her & will be named as DG's residence/kothi.





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- **Type VI** (6 Nos.) shall be allotted as follows:
  - a. 2 Type VI quarters shall be post attached quarters of DDGs of NICF. In case more than 2 DDGs are posted in NICF, they too shall be eligible for post attached quarters. No HRA shall be paid to them.
  - b. The incumbents of the post attached quarters shall not be eligible to stay outside the campus and therefore no HRA shall be paid to them.
  - c. In case Type VI quarters remaining vacant or likely to remain vacant due to limitation of sanctioned posts the same shall be allotted to suitable regular directors of NICF for a period of 2 years subject to renewal following general rules and regulations of Directorate of Estates and administrative exigencies as may be decided from time to time by DG, NICF.
- **Type V** (9 Nos.) shall be allotted as follows:
  - a. 4 Type V Quarters shall be reserved for JAG/NFSG level officers working in O/o DG, NICF as post attached quarters. If more than 4 Director posted in NICF in future they too shall be eligible for post attached quarter. Vacant Type V quarters shall be allotted to suitable regular STS officers for a period of 2 years subject to renewal following general rules.
  - b. The incumbents of the post attached quarters shall not be eligible to stay outside the campus and therefore no HRA shall be paid to them.
- **Type IV (Spl)** (6 Nos.) shall be allotted as follows:
  - a. 4 Type IV (Spl) Quarters shall be reserved for JTS/STS level officers posted in O/o DG, NICF, as post attached quarters.
  - b. 2 Type IV (Spl) Quarters will be allotted to other officers working in NICF on seniority basis by the NICF authorities if applied in view of the limitation of the sanctioned strength for 2 years at a time subject to renewal.
  - c. The incumbents of the post attached quarters shall not be eligible to stay outside the campus and therefore no HRA shall be paid to them.
- **Type IV** (12 Nos.) shall be allotted as follows:
  - a. 6 Type IV Quarters shall be reserved as post attached quarters for Sr. AO/AO/AAO level officers working in O/o DG, NICF.
  - b. The incumbents of the post attached quarters shall not be eligible to stay outside the campus and therefore no HRA shall be paid to them.
- **Type III** (18 Nos.) quarters shall be allotted as follows:
  - a. 6 Type III quarters (one block) shall be used for married officers of Gr 'A' trainees and international participants, etc.
  - b. 6 Nos of quarters may be allotted to RA/TA/Coaches/Consultants and other contractual officer/staff etc. against charges payable as decided by NICF from time





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to time.

c. The balance Type III quarters (6 Nos) shall be allotted to the staff working in the O/o DG, NICF.

● **Type II (24 Nos.)** quarters shall be allotted as follows:

a. 6 Nos quarters shall be used for Gr 'B' and 'C' married officers.

b. 6 Nos of quarters may be allotted to Kitchen/Mess staff/fire safety staff/Security etc. against charges payable as decided by NICF from time to time.

c. The balance Type II quarters (12 Nos) shall be allotted to the staff working in the O/o DG, NICF.

**5. Allotment to husband and Wife-Eligibility in cases of officers who are married to each other.**

No officer shall be allotted a residence under these rules if the wife or the husband, as the case may be, of the officer has already been allotted a residence, unless such residence is surrendered:

● Provided that this sub-rule shall not apply where the wife and husband are residing separately in pursuance of –

a. an order of judicial separation made by any Court; or

b. an order to proceed to frame and record the issues for settlement of the proceedings by any Court in which a petition filed by either spouse for dissolution of marriage by a decree of divorce is pending and either of them has furnished an undertaking to surrender the accommodation allotted to her or him forthwith in case of revival of conjugal rights with her or his spouse.

● Where two officers in occupation of separate residence allotted under these rules marry each other, they shall, within one month of the marriage, surrender one of the residences. If a residence is not surrendered as required above after marriage of already residing officials, the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of one month from date of solemnization of marriage.

● Suppression of information may lead to cancellation of both accommodations.

● If the husband or the wife is allotted any other government accommodation, they must inform the same to O/o DG, NICF, and their choice of residence. Suppression of any relevant information may lead to eviction.

● In case both of the spouses are eligible for government accommodation, the officer posted at NICF must occupy the post attached quarters. Decision of







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DG on any relaxation in this regard will be final and binding.

### 6. Application for allotment:

- All officers posted at NICF has to apply (as per Annexure "A") for accommodation of eligible type of quarters/house to Establishment Division of NICF. The applications received during each month (till last date of month) shall be processed in the 1<sup>st</sup> week of the subsequent month and allotment letter to the allottees shall be issued within 7 working days of the subsequent month, and which has to be accepted (technically) by the allottee within a week (date mentioned in the allotment letter). After acceptance, the allottee will have to occupy physically the quarters by end of the month in which the allotment letter was issued and from the next month the License fee will be deducted by the DDO.
- For this intervening period transit accommodation at NICF campus will be provided to the applicant subject to availability.
- In case of waiting list or more than two officers desiring the same quarters final decision will be of DG NICF based upon seniority and other factors to be taken in writing.
- In case of shifting of house from GPRA or any other poll extra one month time will be given as per GPRA/estate department rules.
- The applicant shall furnish his/her particulars and information true and fair. In case of any discrepancy in the application or furnishing of incorrect information the applicant shall be liable for disciplinary action as per rules including cancellation of allotment of accommodation if allotment was made based on incorrect information.

### 7. Offer and Acceptance:

- Estates Officer of NICF shall issue offer of accommodation letter (Annexure "B") after following due procedure and approval of competent authority within 7 working days of the month subsequent to the month in which the application was received.
- The applicant has to sign and accept the offer of appointment (technical possession) within 8 working days from its issue failing which the offer shall stand cancelled irrevocably and O/o DG, NICF, may proceed to allot the said quarter to next eligible candidate.
- After acceptance of the allotted accommodation, the allottee shall take physical possession of the accommodation from the Estates Officer, O/o DG, NICF as soon as possible or before the end of the month in which allotment letter was issued.





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- In case the allotted accommodation is not ready for immediate occupation, Estate division (Project) O/o DG, NICF, shall issue a Technical Occupation Report to the allottee and instruct the maintenance agency to get the said quarters ready for accommodation and submit an approximate timeline for the same. Once the said quarters are ready for occupation, the same will be handed over to the allottee and physical occupation report generated.
- 8. Non acceptance of allotment or offer or failure to occupy the allotted accommodation after acceptance.**
- In case of non-acceptance of allotted quarters or non-occupation of the allotted quarters, the allottee will be debarred for next 6 months. The decision of DG, NICF, in this regard shall be final.
- 9. Allotment of accommodation on unsafe or dangerous grounds:**
- An allottee, whose residential accommodation is unsafe or dangerous may make an application to the Estates Officer of NICF to declare such accommodation as unsafe or dangerous for living. After a joint inspection with CPWD, Estates Officer will issue a certificate to this effect and other suitable alternate accommodation will be provided to the allottee.
- 10. License Fee:**
- The payment of license fee begins from the date of physical occupation of quarters or the 1<sup>st</sup> day of the subsequent month in which the allotment letter was issued whichever is earlier. The DDOs shall be responsible for deducting LF and remitting/crediting in Government account as applicable/as decided by NICF and submit a certificate to DDO NICF every month in prescribed format.
  - An allottee shall remain personally responsible for any license fee payable in respect of the accommodation and for any damages caused to the accommodation or its precincts or grounds or services provided therein by the Government beyond fair wear and tear.
  - Where, due to adequate availability of quarters of a particular type, a government servant is allotted accommodation of a type higher than his entitlement, with the condition that quarters are surplus, only flat rate of the license fee relevant to that type of accommodation is to be charged from such an allottee. However, if an allotment of a higher type is made out of turn, at their own request, despite there being no surplus quarters in that higher type, three times the normal rate of license fee is to be charged.





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- The license fee charged shall be same as that charged for general pool accommodation provided by Directorate of Estates and as mentioned in the table of point 3 above. The revision in it shall also be implemented mutatis mutandis.
- The officer to whom a residence has been allotted shall be personally liable for the license fee thereof and for any damages beyond fair wear and tear caused thereto or to the furniture, fixtures or fittings or services provided therein by Government during the period for which the residence has been and remains allotted to her/him.
- Officer to whom a residence has been allotted shall be personally liable for the use of residential accommodation for any unauthorized purposes whatsoever.

#### **11. Retention of quarters:**

The retention of quarters shall be as per the extant GPRA rules.

#### **12. Surrender of an allotment of accommodation.**

- An allottee may surrender an allotment of accommodation at any time during the allotment period on transfer or retirement etc. as per the GPRA rules.
- An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation within NICF for a period of one year from the date of such surrender. However final decision will be of DG, NICF on merit basis.

#### **13. Shifting of allottees in case of quarrel between neighbors:**

- Any complaint relating to the quarrels between neighbors in NICF campus shall be examined in detail by an officer appointed by O/o DG, NICF, who shall make her/his recommendations to the O/o DG, NICF.
- The allottee found guilty under this rule shall be shifted to another accommodation within the same campus but at a distance from the accommodation of the allottee with whom she/he had picked up quarrel.
- If the allottee so shifted to another place again picks up quarrel with her/his neighbors, her/his allotment shall be cancelled and she/he shall be debarred from allotment of accommodation for a period varying from one year to two years depending upon the nature of the offence:

Provided that if the allottee who is debarred under this sub-rule, on subsequent allotment again picks up a quarrel with her/his neighbor and is found guilty, she/he shall be declared ineligible for further allotment of





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accommodation inside NICF permanently.

- O/o DG, NICF, may make rules and regulations so as to maintain discipline in the NICF premises. Such rules have to be followed by all occupants and officials including their families. Failure to comply with such rules may lead eviction from the premises and debarred from future allocation within NICF premises.

### 14. Mutual Exchange of Residence.

Officers to whom residences have been allotted under these rules may apply for permission to mutually exchange their residences. Permission for mutual exchange may be examined case to case basis and with the consent of both the parties.

### 15. Maintenance of Accommodation.

#### 15.1 Maintenance of accommodation by the allottee. –

- The allottee to whom a residential accommodation has been allotted shall maintain the accommodation and premises in a clean condition and such allottee shall not grow any trees, shrubs or plants contrary to the instructions issued by the Government or by its maintenance agencies nor cut or lop off any existing tree or shrubs in any garden, courtyard or compound attached to the accommodation.
- Trees, plantation or vegetation, grown in contravention of this rule shall be removed by the concerned maintenance agencies at the risk and cost of the allottee concerned.

#### 15.2 Cooperation with maintenance agencies by the allottees to carry out repair works. –

- All allottee shall cooperate with respective maintenance agencies of residential accommodation in NICF in carrying out all kinds of repair or renovation works.
- In case a complaint for non-cooperation from maintenance agency against any allottee, strict action shall be taken against her/him as per these rules and the instructions issued by the Directorate of Estates or made by O/o DG, NICF from time to time.

#### 15.3 Misuse of accommodation for trade or business or any other unauthorized activity. –

- The accommodation shall be used for residential purpose only by the allottee and other authorized persons as per these rules.
- Action shall be taken against the allottee for unauthorized use of the allotted accommodation as per these rules and instructions issued by the Directorate of Estates in this regard from time to time.





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### 15.4 Payment of requisite charge or fee to public utility services. –

- i. The allottees of accommodation shall pay the charges and fees for all utility services such as electricity, water, gas, security etc., regularly on receipt of the bill for such payment.
- ii. In case an allottee has not paid the utility dues before vacation or surrender of the accommodation, such dues with the interest amount, if any will be recovered from the salary of subsequent month of the allottee by DDO concerned on the order of NICF.

### 15.5 Unauthorized constructions in Government colonies. –

- i. No unauthorized construction shall be allowed in Government residential colonies and the unauthorized constructions, if any shall be removed or demolished by the concerned maintenance agency or the Estate Officer notified under the Public Premises (Eviction of unauthorized occupants) Act, 1971 (40 of 1971), as the case may be in accordance with the provisions of that Act.
- ii. In case any further unauthorized construction is found in the accommodation of the same allottee, the accommodation provided to such allottee shall be cancelled from the date of inspection of the accommodation and she/he shall be debarred for allotment of accommodation for remaining period of service in future.
- iii. The procedure for dealing with cases relating to unauthorized construction or encroachment in accommodation or public premises and the responsibilities thereof in accordance with Public Premises Act 1971.

### 16. Subletting and sharing of Residences.

#### ● Persons to reside with allottee. –

- i) The allottee shall reside in the accommodation allotted to her/him with her/his family and immediate relations.
- ii) In case any relationship ceases by any order of court of law, such relation shall not reside with the allottee.
- iii) The servant quarters, out-houses and garages may be used for the bonafide purposes only as permitted by the O/o DG, NICF.
- iv) The allottee who shares the accommodation with her/his family or immediate relations shall furnish prior intimation to the O/o DG, NICF, furnishing full particulars of her/his family members or immediate relations residing in the accommodation allotted to her/him:

Provided that the details of guests, if such guest is likely to stay for





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more than fifteen days in the accommodation, shall be intimated to the O/o DG, NICF, in such form, as may be specified by directorate of estate rules.

- An allottee shall not sublet the whole or part of accommodation including garage and/or servant quarters allotted to her/him.
- If an allottee to whom an accommodation has been allotted, unauthorizedly sublets the accommodation, the O/o DG, NICF, may without prejudice to any other disciplinary action that may be taken against her/him, cancel the allotment of the accommodation from the date of inspection.
- If an allottee sublets an accommodation allotted to her/him or any portion thereof on any of the out-houses or garages in contravention of these rules, she/he may without prejudice to any other action that may be taken against her/him, be charged such damages from the date of inspection by the O/o DG, NICF or a suitable officer appointed thereto, as may be determined by the Central Government from time to time, in this respect for inspection and decision.
- Where an action to cancel the allotment is taken on account of unauthorized subletting of the premises, a direction shall be issued by the Estates Officer to the concerned administrative office of the allottee for the purposes of initiation of Departmental proceedings and for imposition of major penalty, along with the copy of a draft charge sheet; and the administrative office shall intimate the Estate Officer the details of the charges framed and the penalty imposed on the allottee under this rule.

#### 17. Consequences of breach of rules and condition:

If any officer to whom a residence has been allotted, unauthorizedly sublets the residence or charges license fee from the sharer at a rate which the Estate Officer considers excessive or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for purposes other than that for which it is meant or tampers with the electricity or water connection or commits any other breach of rules or other terms and conditions of the allotment or uses the residence or premises or permits or offers the residence or premises to be used for any purposes, which the Estate Officer considers to be improper or conducts herself/himself in a manner which, in her/his opinion, is prejudicial to the maintenance of harmonious relations with her/his neighbors or conducts herself/himself in such a manner as to disturb peace in the residential complex or colony in any manner or utilizes or cause to be utilized common facilities for unauthorized purposes such as parties etc. without the consent of Estate Officer,





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has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Estate Officer may, without prejudice to any other disciplinary action that may be taken against her/him, cancel the allotment of the residence.

Explanation: In this sub-rule, the expression "officer" includes unless the context otherwise requires, a member of her/his family and any person claiming through the officer.

### 18. Interpretation of Rules:

If any question arises as to the interpretation of these rules, it shall be decided by the DG, NICF. The decision of the DG, NICF, thereon shall be final and binding.

### 19. Relaxation of Rules:

The DG, NICF, may, for reasons to be recorded in writing, relax all or any of the provisions of these rules in the case of any officer or residence or class of officers or type of residences. The decision of DG, NICF, shall be final in this regard.

### 20. Eviction:

All cases of eviction shall be decided by the O/o DG, NICF and decided after an enquiry committee constituted for the same purpose has recommended for eviction of an allottee on the grounds prejudicial to the interests of the occupant of the NICF premises. The decision of DG, NICF, shall be final in this regard.

### 21. Ladies Pool:

- i. Notwithstanding anything contained in these rules, "Ladies Pool" shall be maintained separately of married lady employees and for single lady employees depending upon the supply and demand of the quarters in the station and the allotment under shall be made in the ratio of 2:1 between married lady employees and single lady employees.
- ii. The inter-se-seniority of the lady employees eligible for allotment of accommodation under this rule shall be determined as per seniority list.
- iii. All lady employees, who are otherwise eligible for accommodation in NICF premises, will also be eligible for allotment from the Ladies Pool.
- iv. Lady Employees, who are already in occupation of accommodation, will be eligible for allotment of higher type of accommodation or change in the same type, in their own turn, from the Ladies Pool and from other than Ladies Pool.
- v. The number and type of accommodation to be placed in this pool shall be determined by the O/o DG, NICF, from time to time, depending upon the supply and demand of the quarters in the premises. However, the number of such accommodations cannot be less than 9 across the types VII to II.





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vi. Explanation For the purpose of this rule –

- a. “Married lady employee” means a lady employee whose marriage is existing and who is not judicially separated from her husband;
- b. “Single lady employee” means an unmarried lady employee and includes a widow with or without children.

**22. Reservations in allotment to Scheduled Castes and Scheduled Tribe employees:**

- a. The reservation in allotment of accommodation to Scheduled Castes and Scheduled Tribe employees shall not be less than **ten** per cent in Type II accommodation and **five** per cent in Type III and IV accommodation.
- b. The allotment from Type I to IV shall be made, as far as possible, in the ratio of 2:1 vacancy to Scheduled Castes and Scheduled Tribe employees, respectively.
- c. Scheduled Castes and Scheduled Tribe applicants, who are already in occupation of NICF quarter, shall be eligible for allotment of higher type of accommodation from the quota reserved for them under this rule.
- d. The Scheduled Castes and Scheduled Tribe applicants shall also be eligible for allotment from general pool.
- e. In respect of Type II till Type IV (Spl) accommodation, there will be 60-point roster system and the vacancies at point number 10, 20, 40 and 50 shall be allotted to Scheduled Castes applicants and the vacancies at point number 30 and 60 shall be allotted to Scheduled Tribe applicants.
- f. Scheduled Castes and Scheduled Tribe applicants shall mention the fact that as to whether they belong to Scheduled Castes and Scheduled Tribe in their application for allotment of accommodation, which shall be verified by the office of the applicants from their record at the time of acceptance of allotment of the accommodation by the office of the applicant or by the O/o DG, NICF, wherever applicable.

**23. Final Authority:** Any type of amendment, addendum or relaxation to this policy or any part of the above rules can be done by DG NICF as per the requirement.

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**ANNEXURE "A"**

**APPLICATION FOR ALLOTMENT OF RESIDENTIAL ACCOMODATION FOR  
THE QUARTERS AT NICF GHITORNI  
TO BE FILLED BY THE APPLICANT**

1. NAME:
2. FATHER/ SPOUSE NAME:
3. GENDER:
4. MARITAL STATUS:
5. CATEGORY (Please tick): OTHERS/ SC/ ST
6. PERMANENT ADDRESS:

7. RESIDENTIAL ADDRESS:

8. PAN CARD NUMBER:
9. DESIGNATION/ POST:
10. OFFICE HEADQUARTERS:
11. OFFICE NAME & ADDRESS:
12. OFFICE PHONE NUMBER:
13. OFFICE EMAIL ID:
14. DATE OF JOINING IN PRESENT CITY:
15. SERVICE STATUS (Please tick):  
PERMANENT

PROBATION (Give details of completion of Probation)

OTHERS (Give details of category of employee)

16. DATE OF BIRTH:
17. DATE OF JOINING:
18. DATE OF RETIREMENT:
19. PRESENT PAY LEVEL (7<sup>TH</sup> CPC):
20. PRESENT BASIC PAY:
21. Indicate below the Type (s) of houses for which you are applying:





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Type of houses	Please tick for the type as per eligibility and mention three choices of quarter as per preference.			Numbers
	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice	
Type -II				
Type -III				
Type -IV				
Type- IV Special				
Type -V				
Type -VI				

22. Whether the applicant was debarred from allotment of govt. residence? If yes, please give details. YES/NO
23. Whether the applicant and his/her spouse occupying accommodation allotted by/from any department pool or any other pool? YES/NO
24. Whether the applicant and his/her spouse or dependent children own a house at or near the place of posting? If yes, please give details as under: YES/NO
25. Is the applicant currently posted at NICF? YES/NO  
(If NO, then the applicant has to give an undertaking to vacate the allotted residence at NICF on a two months' notice, if NICF needs to accommodate its own officer/ staff as per entitlement.)

Owner's Name	Relationship with applicant	Address of house	Monthly rent income, if any

25. Following documents to be enclosed:  
A. Pay Fixation order for the present post  
B. Latest Pay Slip  
C. Joining order in Government Service
- # Point 1 – 20 has to be certified by Establishment division of the officer concerned.

#### DECLARATION OF APPLICANT





### Allotment of NICF Residences Policy, 2022

1. I have read and understood the Allotment of NICF Quarters Policy. I hereby agree to abide by the said instructions issued there under from time to time.
2. I am aware of the penalties, which can be imposed in the event of refusal of allotment of accommodation of entitled type or furnishing of false information, subletting/misuse of the premises under the Allotment Rules.
3. I accept and undertake that I shall vacate the quarters allotted to me on a two months' notice if NICF needs to accommodate its own officers/ staff as per entitlements.
4. I hereby declare that the information given above is true and I have not concealed anything in this respect.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of applicant)

Mobile: \_\_\_\_\_

#### TO BE FILLED IN BY THE OFFICE OF THE APPLICANT

Office Name	
Name of applicant	
Designation	

Date of continuous employment of the applicant under Govt. Service.	Present Level of Pay (SUBSTANTIVE)	Whether applicant or spouse is already residing in government quarters

Certified that all the information mentioned by the applicant in his application and mentioned above by the undersigned are verified from the service record and found to be correct. The office takes the responsibility of deducting the license fee, etc. and remitting/ crediting the govt. account as directed by NICF

Signature with date and office seal

Date: \_\_\_\_\_

Mobile: \_\_\_\_\_





Allotment of NICF Residences Policy, 2022

ANNEXURE "B"



Allotment of Residential Accommodation at NICF

Dated: .04.2022

Allotment ID: \_\_\_\_\_ Date of Allotment: \_\_\_\_\_ Allotment Category: \_\_\_\_\_ Pool: \_\_\_\_\_

Name: \_\_\_\_\_ Service Status: \_\_\_\_\_ Designation: \_\_\_\_\_

Office Address: \_\_\_\_\_

Dear Sir / Madam,

With reference to your application dated ....., you are provisionally allotted the following quarter in the NICF campus:

House ID	House Type	Locality	Quarter No.	Floor	Garage	Servant Quarter

The above allotment and subsequent occupation shall be governed by the Directorate of Estates Allotment of Government Residence (General Pool in Delhi) Rules, 2017 (as modified by Government of India from time to time) and subject to the following Terms & Conditions for Allotments: -





### Allotment of NICF Residences Policy, 2022

1. If no acceptance is received within the prescribed period, the allotment will be deemed to have been refused and you shall stand debarred for allotment of Residential Accommodation at NICF for a period of 3 months.
2. If your allotment is from LADIES POOL (SINGLE) -You must produce a certificate from your office that you are unmarried on the date of acceptance of this offer.
3. In the event of your transfer to any office declared INELIGIBLE for allotment of Residential Accommodation at NICF, you shall inform the O/o DG, NICF of the details of your transfer within 15 days of being relieved.
4. After acceptance of the house, you shall have to obtain Water, Electricity, Gas etc. connections from the concerned authorities on payment of the requisite deposits. You shall be responsible for making all payments to these authorities as per bills raised by them/NICF for the use of the services. All their accounts must be settled by you, and No Demand Certificates obtained from the concerned local bodies (NDMC/MCD/IGL/ etc.), for submission to the NICF at the time of vacating the house, has to be full and complete, that is, for the main house, servant quarter and garage in toto.
5. You can retain previous accommodation of government quarters or departmental pool for 30 days from the date of physical occupation of this allotment. Beyond this period, you will be liable to pay damages as per the extant guidelines.
6. You are requested to submit a copy of Pay Fixation Order of the pay fixed subsequent to the acceptance of 6th/ 7th Central Pay Commission recommendations.
7. If the allotment of accommodation is accepted and you may like to apply for change of accommodation, if not availed earlier, by giving an application to NICF authorities only after physical occupation of the initial allotment.
8. If the allotment is accepted, you should obtain an Authority Slip from NICF and take possession of the allotted residence within the date mentioned in the Authority Slip. In case of failure to take the possession within the time specified above, the Authority Slip must be returned to O/o DG, NICF immediately for cancellation of allotment.

Estates Officer, O/o DG, NICF

Please contact Estates Officer in O/o DG, NICF for any allotment related information / service. etc.

E-mail: [dg.nicf-dot@gov.in](mailto:dg.nicf-dot@gov.in) Website: [www.nicf.gov.in](http://www.nicf.gov.in) Phone No. 011 26502677

