

**PARADIP PORT TRUST  
ADMINISTRATIVE DEPARTMENT  
(ESTATE WING)**

No.AD/EST/EMP-QRS-XIV-12/06/2155

Dt.31.08.10

**PARADIP PORT EMPLOYEES' (ALLOTMENT  
OF QUARTERS) ORDERS, 2010.**

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**1. Short title and commencement:**

- i) These orders may be called the Paradip Port Employee's (Allotment of Quarters) orders, 2010.
- ii) These orders shall come into force at once.

**2. Application:**

These orders shall apply to Paradip Port Quarters situated at Paradip Port allottable to its employees.

**3. Definitions:**

In these orders unless the context otherwise requires.

- a) "Employee" shall have the same meaning assigned to it in orders 2 (e) of Paradip Port Employees (Classification, Control and Appeal) Regulations, 1967.
- b) "Board", "Chairman", "Deputy Chairman", "Heads of Departments" shall have the same meaning assigned to them in the Major Port Trust Act, 1963.
- c) "Estate Officer" means the Estate Officer of the Port Trust.
- d) "Emolument" means pay, dearness pay and includes compensatory allowance.
- e) "Quarters" means building permanent or temporary owned, acquired or otherwise controlled by the Port Trust for the purpose

of residential accommodation of its employees and shall exclude residences of Chairman and Deputy Chairman.

- f) "Type" in relation to quarters means a type of quarters as classified in the order 4 of these orders.
- g) "Family" means the wife, the husband, children and dependent parents, brothers and sisters.
- h) "Priority date" of an employee in relation to type of quarters means the date of his joining in the grade of service corresponding to a type of quarters. (In case of Cargo Handling Workers, the priority date shall be treated as on 01.04.1983).
- i) "House rent" means the sum of money payable in accordance with these orders in respect of the quarters allotted.
- j) "Committee" means the Housing Committee constituted under these orders.

**4. Classification of Quarters.**

All quarters shall be classified into the following types according to the grade of eligibility as mentioned against each. An employee shall be eligible to a type of quarters accordingly as he falls into the relevant grade of service.

<u>Type of Quarters</u>	<u>Eligibility grade.</u>
A-Type	Class-IV.
B-Type	Class-III.
C-Type	Jr. CI-I/Class-II.
D-Type	HOD/Sr. Class-I.

**5. Application for allotment.**

An employee, for allotment of an eligible type of quarters, shall submit application to the Estate Officer through the concerned Head of Department/ Head of Office in the form enclosed.

**6. Ineligibility.**

No employee shall be eligible for allotment of quarters under these orders if the employee owns a house in his name or in the name of his family members within the Port or in a radius of 10 Kms from the Port limits.

7. Where 2 employees in occupation of separate quarter allotted under these orders marry each other, they shall within one month of marriage surrender one of the quarters. If the quarters is not surrendered, the allotment of one quarters may be cancelled as the allotting authority may decide.

8. No employee shall be allowed a quarters if her/his husband/wife has already been in occupation of a quarters allotted under these orders.

**9. Allotment of Quarters.**

The Estate Officer shall maintain a typewise waiting list of employees arranged in order of their priority dates.

10. Allotment of all types of quarters except D-type quarters meant for Heads of Departments etc. shall be decided by a Committee known as Housing Committee consisting of the Secretary, Paradip Port Trust as Chairman, Superintendent, Civil Engineering as member and Estate Officer as Member-Secretary. Day today allotment will be done by Estate Officer in accordance with decision of the Committee and priority list.

11. The Housing Committee shall not allot a higher type quarters to an employee than he is eligible under Order 4.

Provided that an employee, notwithstanding his promotion to the next higher grade entitling him to the next higher type of quarters may be allotted a quarters according to his priority date in the next lower grade.

12. The Committee shall allot quarters to employees in order of priority date appropriate to the type of quarters in question. If the priority dates of two or more employees are the same, the employee in receipt of higher emoluments shall get preference over the employee in receipt of lower emoluments. Where the emoluments as well as the priority date are the same, the employee having longer period of service under the Port will get preference. If, however, the priority date, the emoluments and the length of service in the Port are common, the senior most in age will get preference on the basis of date of birth.

13. The allottee shall occupy the quarters allotted within 7 days from the date of issue of the allotment order failing which the allotment shall stand cancelled.

14. The allotment shall be effective from the date of occupation of the quarters by the allottee and shall continue to be in force until:

- i) the expiry of the concessional period permissible under Order 15.
- ii) it is cancelled or is deemed to have been cancelled under any provision of these orders.
- iii) it is surrendered by the employee.
- iv) the employee is allotted another quarters.

**15. Concessional period for retention of residence:**

A residence allotted to an employee shall be retained by him on any one or more of the events specified in Column (1) of the table below for a period in the corresponding entry in Column (2) thereof provided that the residence is required for bonafied use of the employee or members of his/her family.

Events	Permissible period for the retention of the residence.
i) Resignation, dismissal, removal or termination of service, discharge, transfer.	Two months.
ii) Retirement including Voluntary retirement or terminal leave.	Four months.
iii) Death of the allottee.	One year.
iv) All forms of leave sanctioned by the competent authority.	For the period of leave sanctioned.
v) On proceeding on training in/outside.	For the full period of training

NOTE: The allotment of residence retained under the above orders shall be deemed to be cancelled on the expiry of the admissible concessional periods unless immediately on the expiry thereof the employee resumes duty or unless extended by proper authority.

#### 16. Recovery of house rent.

House rent shall be charged from the date of occupation of quarters by the allottee and recoverable at the rate as decided by Board of Trustees from time to time.

Provided that for temporary quarters if concessional house rent is in force for any specified period the allottee shall pay house rent at the rate for the said period.

17. (a) An employee who is eligible for a higher type of quarters but prefers to occupy a lower type of quarters even after the appropriate type of quarters is allotted to him shall pay house rent chargeable for the higher type of quarters.

(b) Where an employee is allotted a type of quarters which is lower than the type to which he is eligible, he shall pay house rent as applicable to the type of quarters under occupation.

(c) Where joint allotment of a quarter is made, the house rent shall be recoverable from each allottee considering the applicable house rent divided by the number of allottees given joint allotment. Each will pay the amount that is payable by him.

#### 18. Penal House Rent:

(a) In case an employee fails to vacate the quarters:

- i) On the expiry of the concessional period specified in Order 15, or
- ii) On cancellation of expiry of the allotment under these orders.

Penal house rent equal 25% of his emoluments shall be recovered besides disciplinary action which may be taken as deemed fit in each case.

(b) In case an employee forcibly occupies the quarters of the Port Trust and does not vacate after notice, penal house rent equal to 30% of his total emolument shall be recovered besides disciplinary action that may be taken as deemed fit in each case.

#### 19. Charges for Electricity, Water & other services.

Charges towards electricity and water supplied to the allottee shall be recovered at the rates fixed by the Board from time to time. Charges for any additional facilities supplied at the request of the allottee will be at the rate as may be fixed by the Board in each case.

#### 20. Surrender of allotment:

An allottee may at any time surrender the quarters occupied by him by giving one month

notice or by indicating a specific date. The allotment of the said quarters shall be deemed to have been cancelled on the expiry of the said period or date.

**21. Maintenance of quarters:**

An employee occupying the quarters shall be responsible to keep the quarters and its compound in good sanitary condition.

**22. Cancellation of allotment:**

If an employee commits any of the following acts, the allotment of the residence made to him/her is liable to be cancelled.

- i) Transferring or subletting the entire building or any portion thereof.
- ii) Using the building for a purpose other than for residential purpose.
- iii) Committing acts of waste or nuisance which are likely to impair the value or utility of the building.
- iv) Addition or alteration to structure or loss or damage to fixtures and fittings.
- v) The allotment of the residence to an employee is liable to be cancelled also in the event of any act or conduct on the part of the family members or dependents of the employee concerned, which act or conduct is a nuisance to the occupiers of buildings in the neighbourhood.
- vi) On such other grounds as may be ordered by the appropriate authority.

**23. Sharing and Subletting of quarters.**

- a) An employee may share his residence with other employees of Paradip Port Trust and in such cases, he shall intimate the date of sharing alongwith the address of the employee sharing.

- b) No employee shall sublet whether to any employee or to an outsider the residence allotted to him/her except with the specific sanction.
- c) Without prejudice to any other action that may be taken, an employee who sublets his residence without authority shall be liable to pay by way of penalty an amount not more than the market rent of the building from the date of subletting till subletting ceases. The market rent as fixed by the Board of Trustees from time to time will be recovered from the salary apart from disciplinary actions as per rule.

**24. Continuance of allotments made prior to the issue of these orders.**

Any allotment of quarters which is subsisting immediately before the commencement of these orders shall be deemed to the allotment duly made under these orders.

25. Chairman may relax all or any of the provisions of this order for allotting a quarter to an employee to whom an assurance was given for providing residential accommodation at the time of his selection for appointment to the service of the Port Trust or to any other employee for weighty reasons.

26. Violation of these orders will be treated as misconduct and disobedience of orders of proper authority under the Conduct Rules adopted by the Paradip Port Trust.

**27. Interpretation of the orders.**

If any question arises as to the interpretation of these orders, the same shall be decided by the Chairman.

Chairman,  
Paradip Port Trust

255/PR  
31.08.10



PARADIP PORT TRUST  
ADMINISTRATIVE DEPARTMENT  
(ESTATE WING)

No.AD/EST/QRS/XIV-71/2018/1810

Dt. 22/06/18

OFFICE ORDER

The Board of Trustees of PPT vide Agenda Item No.14(01)/2018-19 & Resolution No.11/2018-19 dtd.08.06.2018 in the Meeting No.01/2018-19 held on 08.06.2018 have resolved the followings:

- 1) To ratify the in-principle approval of the Chairman, PPT for changing the eligibility criteria in the Clause-4 (Classification of Quarters) in the Paradip Port Employees (Allotment of Quarters) Orders, 2010.
- 2) The first priority would be given to the higher grade as per priority list to get eligible type of quarters. The left over quarters will be considered to the next grade, for example, in allotment of type "B" quarters, Class-III employees will be given priority over the Class-IV employees and similarly, in allotment of Type-"C" quarters, Class-II will be given priority over the Class-III employees.
- 3) Seniority as per the grade will be taken into consideration while allotting the quarters i.e., one grade below only.

Sr. Asst. Estate Manager  
Paradip Port Trust

Copy to:-

1. All Heads of Departments, PPT for favour of kind information and necessary action.
2. The Hindi Officer, PPT for kind information and necessary action. This is in compliance to **Agenda Item No.14(01)/2018-19 & Resolution No.11/2018-19 dtd.08.06.2018** in the **Meeting No.01/2018-19 held on 08.06.2018**.
3. Office Order Guard File for record.

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**PARADIP PORT TRUST  
ADMINISTRATIVE DEPARTMENT  
(ESTATE WING)**


No. AD/EST/GENL/QRS/V-III-2/17/3993

Dt. 09/11/18

**OFFICE ORDER**

The Board of Trustees of PPT vide Agenda Item No.41(02)/2018-19 & Resolution No.59/2018-19 Dtd.26.10.2018 in the Meeting No.02/2018-19 held on 26.10.2018 have resolved / approved the following :-

- i) The Estate Officer shall maintain a type waiting list of employees arranged in order of priority dates.
- ii) Person those are applying for changer of quarter on the ground of damage condition should be recommended by respective department as well as properly vetted by R&B Division with proper justification, So that matter shall be placed before the committee for decision.
- iii) Person those are applying for change of quarter on medical ground should be recommended by respective department as well as properly recommended by CMO, PPT after which matter shall be placed before the committee for decision.
- iv) PWD candidate applying for change of quarter on medical ground should be recommended by respective department as well as properly recommended by CMO, PPT after which matter shall be placed before the committee for decision.
- v) The quarter should be exchange only one time during entire service tenure and no further exchange can be done in future.
- vi) In the allotment order, it will be mentioned that the quarter is allotted on exchange basis and for any exchange of quarter, the original allotment order should be enclosed.

  
Sr. Asst. Estate Manager,  
Paradip Port Trust

Copy to:-

- 1) Chief Vigilance Officer, PPT for kind information.
- 2) All Heads of Departments / Heads of Offices, PPT for information and necessary action.
- 3) Hindi Officer, PPT for kind information and necessary. This is in compliance to Agenda Item No. Agenda Item No.41(02)/2018-19 & Resolution No.59/2018-19 Dtd.26.10.2018 in the Meeting No.02/2018-19 held on 26.10.201
- 4) File No. No. AD/EST/GENL/QRS/V-III-2/17 / Office Order Guard File for record.

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