
*****

It is to inform that the following procedures have been followed / adopted by CSB while allotment / change / retention of staff quarters among the employees as per Rules with immediate effect:

1. The interested employees may apply for fresh allotment or change in same type or requesting for higher type of quarters on or before 20th of every month in a prescribed format along with necessary enclosures i.e. pay slip. No notification/circulars seeking applications from the officer/officials for allotment of staff quarters will be issued in future.

2. Seniority of the officials (including change of quarters / fresh allotment) will considered only the date of joining to the Board Service even employees transferred from other places to Bengaluru also.

3. No application shall be entertained for allotment of quarters within six months of the date of superannuation as per Residential Quarters Allotment.

4. In case of non-allotment of staff quarters during the applied month, the officials need not apply again in the subsequent months, as his/her application will be continued till allotment.

5. Between 21st to 26th of every month a meeting will be scheduled for allotment / change of staff quarters. Soon after quarters will be allotted to the eligible officer/officials.

6. The officials who have allotted the quarters has to submit their willingness within a day and after submission of willingness, allottee should occupy the quarters within 8 days in case of fresh allotment and 5 days in case of change of quarters from the date of issue of allotment order.
7. Officials fails to submit his willingness within a day and after submission of willingness, if fails, to occupy/reject the allotted quarters within the stipulated period, he shall be debarred to apply for accommodation for a period of three months from the date of non-acceptance of allotment subject to payment of one month’s normal licence fee for that type of accommodation.

8. Once quarters has been allotted and occupied by the allottee shall not be eligible for change of quarters within a period of six months from the date of occupation.

9. Not more than one change shall be allowed in respect of one type of residence allotted to the officer.

10. Change in the same type or entitled higher accommodation

a. An allottee to whom an accommodation has been allotted under these Rules may apply for a change to another same time of accommodation only after taking physical position of the accommodation allotted under initial allotment.

b. Only one change shall be allowed in the same type of accommodation to the allottee.

c. An allottee who intends to change the accommodation already allotted to him/her shall make an application in the prescribed format. The name of such allottee shall be included in the concerned type unified waiting list.

d. The date of priority or the inter seniority of the allottee's in the waiting list for change of accommodation in respect of type-I to type-V quarters shall be as applicable to initial allotment i.e. date of appointment to the Board's service.

11. No change of allotted residential accommodation within a period of six months before retirement.

12. When there is no demand for higher type of staff quarters the same will allotted to ineligible official (one type above the eligibility) on his / her request subject to recovery of 3 times of normal licence fee till he/she became eligible for that type of quarters.

13. With regard to retention of allotted & occupied staff quarters:

(a) In case of officer/official on transfer, the allotted staff quarters may be retained for a period 2 months on normal licence fee and double the rate of normal licence fee for a period of 6 months and no more retention will be entertained at any reasons.
(b) If the officer/official has transferred in the middle of academic year the quarters can be retained till the end of current academic session against production of necessary documents.

(c) If the officer/official has transferred to North Eastern States, the allotted staff quarters can be retained for a period of 3 years against payment of normal licence fee.

(d) In the case of Retirement, voluntary retirement, retirement on medical grounds, the staff quarters can be retained by the officer/official for a period of not more than six (6) months only against payment of normal licence fee in advance.

(e) In case of death of the employee, the staff quarters may be retained by the dependents of the employee not more than 2 years against payment of normal licence fee in advance.

14. In genuine / exceptional case, the Competent Authority can allot a quarter to the Officer/official after duly recording the reasons in the note.

This is for strict compliance and necessary action.

(Dr. Narendar Rebbel, IRS)
Director [Finance]

To:

It is requested to the above information may please be brought to the notice of the employees/units working under your control.

The Director
CSR&TI, CTR&TI/MSSO/NSSO/BTSSO/CSGRC
CMER&TI/RO
Mysore/Berhampore/Pampore/Ranchi/Guwahati/
Bengaluru/Bilaspur/Hosur/Lahdoigarh/New Delhi/
Kolkata/Mumbai

CSB Central Office, Notice Board

CSB Web site