

ANDHRA PRADESH GENERATION CORPORATION LIMITED
ABSTRACT

APGENCO- Accommodation- Allotment of Residential Accommodation to Employees working in Generating Stations and Others- Guidelines-Issued.

G.O.O.No. 42 /CGM(Adm,IS&ERP)/2020,

Dt.29.05.2020

Read the following

- 1) G.O.O.No.20/GM(HR)/2002, Dt.17.04.2002
- 2) G.O.O.No.341/CGM(HR)/2012, Dt.08.10.2012
- 3) Cir.Memo.No.D(HR&IR)/JS(Per)/DS(Est)/AS(IR)/PO.F/53/2018,
Dt.08.06.2018
- 4) Lr.No.D(HR&IR)/CGM(Adm)/DS(Est.)/DGM-HR/PO-F/24/20,
Dt.28.05.2020

ORDER:

In the ref.1stcited, the APGENCO had issued the guidelines for allotment of Departmental Quarters to the eligible employees and Contractors who award works at stations and Other Govt.Service employees.

2) In the ref 4th cited, the Committee has submitted the observations that certain employees have been subletting the allotted quarters to other employees and outsiders which resulted hamper the harmonious relations among the residents and also noticed that huge no of employees have been paid HRA despite several vacant quarters are available.

3) In order to strengthen the quarter's management and to ensure optimum utilisation of the departmental quarters with the eligible employees, the APGENCO hereby issued the guidelines in suppression of all the existing orders on the subject for allotment of department quarters.

Cont.P-2

4) All the Station Heads are requested to follow the guidelines mentioned in the **Annexure-I** for allotment of departmental quarters and **Annexure-II** for accommodation charges of Guest House and Project Hostel scrupulously. Violation of any of the provisions outlined in these rules will entail severe disciplinary action against the concerned. These orders shall come in to force w.e.f 01.06.2020. The station heads shall take necessary action accordingly.

Encl: Annexure-I & II

B SREEDHAR
MANAGING DIRECTOR

TO

The Executive Director/APGENCO
All the Chief Engineers /APGENCO
All the Superintending Engineers /APGENCO
All the Executive Engineers /APGENCO
All the FA&CCAS/APGENCO
The Chief General Manager (Adm,IS&ERP) APGENCO

Copy to the :

Ps to Chairman /APGENCO/VS/VJA
PS to Managing Director /APGENCO/vs./VJA
Dy.CCA to Director (Finance & Commercial) / APGENCO/vs/VJA
Dy.EE (Tech) to Director (Thermal)/Hydel/HR&IR/ APGENCO/vs/VJA
The Company Secretary /APGENCO/vs./VJA
Pay Officer/Accounts Officer (CPR)/APGENCO.
Stock file

// FORWARDED BY ORDER //

M. Ramajayaram
PERSONNEL OFFICER

ANNEXURE-I

ALLOTMENT OF RESIDENTIAL ACCOMMODATION RULES APPENDED TO
G.O.O.NO. 42 /CGM (ADM,IS&ERP), DATED: 29.05.2020.

1.0 SHORT TITLE:

These rules may be called APGENCO Allotment of Residential Accommodation Rules. These rules shall come into force with effect from 01.06.2020 and shall remain in force until further orders.

2.0 DEFINITIONS:

In these rules unless the context otherwise requires:

- (a) **“Allotment** “means the grant of permission to occupy a residence in accordance with the Provisions of these rules as may be in force from time to time.
- (b) **“Company** “means the Andhra Pradesh Power Generation Corporation Limited including the Project Units under its management.
- (c) **“Employee”** means a person appointed in the time scale of pay to a post in any of the Services under the company against a post and includes employees on deputations. But excludes apprentices and casual employees.
- (d) **“Family”** means the wife or husband, as the case may be, parents, children, step children, legally adopted children, Brothers or sisters as ordinarily may reside with are dependent on the employee.
- (e) **“Management** “means the heads of the concerned Project/Unit of APGENCO or such other Person or Persons or Persons authorizes by him for the Purpose of the rules.
- (f) **“Pay** “means Basic Pay.
- (g) **“House Rent Allowance** “means applicable HRA at respective station as adopted to APGENCO from time to time.
- (h) **Penal Rent** means Penalty imposed towards unauthorised stay.
- (i) **“Subletting** “means allowing the use of an allotted accommodation in full or in part by another person, with or without payment of rent by such other person.

3.0 ELIGIBILITY NORMS:

- 3.1 The eligibility norms for allotment of different types of Quarters in various power Generating Stations that were in force on the date of commencement of these rules shall be followed until further orders.
- 3.2 If husband and wife are both employee of the company and working at the same station, only one of them will be eligible for allotment. However, the spouse sharing the accommodation is entitled to HRA.
- 3.3 If one of the spouses is employed by another Government/Semi- Government organization/Autonomous Bodies or Public Sector under taking and has been allotted residential accommodation from his / her employer in the same place he/she shall not be eligible for allotment of accommodation by the Company. However, the spouse sharing the accommodation is entitled to HRA.

4.0 PROCEDURE:

- 4.1 The administrative department is incharge of Departmental Quarters shall maintain lists of eligible employees in order of seniority either for fresh allotment or type of Quarter eligible for an employee is entitled to it and when he is promoted to higher post.

5.0 GENERAL:

- 5.1 If an employee fails to take possession of quarter allotted to him within 10 days from the receipt of the letter of allotment, he shall not be eligible for another allotment for a period of one year from the date of allotment order. If the Quarter is vacant and allotment is made and the employee does not occupy the quarter within the stipulated period, no HRA is admissible. Further he/she shall become junior in the station seniority list for allotment of eligible quarter in future.
- 5.2 If an employee occupying a lower type accommodation is allotted a quarter of the type for which he is entitled, he has to occupy the allotted quarter without fail. If there are no surplus quarters in lower type and if he refuses to take possession of the allotted quarter within the stipulated time, apart from recovery of penal rent for the allotted quarter from his monthly salary, suitable disciplinary action will be initiated against him for not vacating the lower type accommodation.
- 5.3 An allotment shall be effective from the date on which it is occupied by the employee and shall continue until.
- a) The expiry of the permissible period under rule 5.4.
- b) It is cancelled by the Management or is deemed to have been cancelled under any provisions in these rules.

Cont.P-3

- 5.4. An accommodation allotted to an employee may be retained on the happening of the events specified below and for the period indicated against each provided that the accommodation is required for bonafide use of the employee or members of his family;

Rule	Event	Permissible Period for Retention of Quarters		
1.	Transfer to a place outside station	a)	Up to One Month	Payment of CC & Water charges and no HRA will be paid at new station
		b)	2 nd Month	An equal amount of HRA of the respective old station plus CC & Water charges shall be levied and HRA will be paid at new station.
		c)	3 rd to 5 th Month	An equal amount of double the HRA of the respective old station plus CC & Water charges shall be levied and eligible HRA of new station will be paid.
		d)	6 th Month onwards	An equal amount of three times of HRA of the respective old station plus CC & Water charges shall be levied and eligible HRA of new station will be paid.
		<p>e) The employee whose children are studying up to 12th standard/ Intermediate course shall be allowed to retain the Quarter at previous Station with payment of applicable CC and water charges till the close of the academic year subject to maximum period of 3months. No HRA will be paid at new station.</p> <p>f) Employees who transferred and posted to remote and agency areas like MCL/TALCHER and SCCL, shall be permitted to retain their quarter at previous station with payment of applicable CC and water charges till such time suitable accommodation is provided at their respective working location and no HRA will be paid till vacation of quarter.</p>		
2	Earned/Half pay Leave on private	Employee shall be permitted to stay in allotted quarter for the Full period of leave.		

	affairs or on medical grounds	Note: Employee those availing leave to prosecute studies on their own and those proceeding abroad for employment shall not be eligible for retaining quarters beyond the first month and shall be evicted beyond first month.
3	Retirement (or) Death of employee	<p>a) Retired employees shall be permitted to retain their quarter up to one month with payment of applicable CC and water charges, 2nd month onwards on payment of equal amount of HRA on last pay drawn with applicable charges subject to a maximum of three months..</p> <p>b) Deceased employee families shall be permitted to retain their quarter up to one month with payment of applicable CC and water charges and 2nd month onwards on payment of an equal amount of HRA on last pay drawn plus applicable charges subject to maximum of total 6 months.</p>
4	Transit Accommodation at (Guest House /Project Hostel)	a) Transit accommodation at (Guest House/Hostel) may be permitted to the employees who transferred from one station to another station up to one month on payment of accommodation charges applicable to employee (or) allotment of eligible/ step-down quarters whichever is earlier. 2 nd month accommodation charges as applicable for others and 3 rd month double the accommodation charges as applicable for others shall be levied. Thereafter, shall not be permitted to stay in Hostel /Guest House.
5	Single Stepdown Allotment	Single stepdown quarter shall be allotted to the employees duly observing the station seniority in the respective lower cadre, if the eligible quarters are not available.
6	Double Step down Allotment	The request of the employees shall be considered for allotment of double step-down quarter, provided eligible and single step-down quarters are not available and their cases shall be considered on priority basis without observing seniority.

5.5.

CHANGE OF RESIDENCE:

- i) Eligible employees who have been in occupation of company quarters may be permitted, on specific application to this effect, a change of quarters within the same type subject to the condition that such change shall not be allowed more than once.
 - ii) If an employee fails to accept a change of accommodation offered to him within a week of the receipt of such offer of allotment, he may not be considered again for a change of allotment of that type for a period of one year.
 - iii) Employee to whom accommodation of the same category has been allotted under these rules may apply for permission to mutually exchange their accommodation, if
 - a) Either of the employees shall not be under orders of outside the Station.
 - b) Either of the employees shall not retire from service within one year from the date of application.
- 5.6. The occupant shall not allow any person who in the opinion of the Management is considered objectionable and / or undesirable to stay with the allottee even as temporary guest in the quarters, failure to comply with this condition will entail cancellation of allotment and eviction there from besides rendering him liable to disciplinary action.
- 5.7. Any allottee keeping domestic servants on whole time basis in the quarters shall send particulars of such servants to the administration within 7 (seven) days of their employment.
- 5.8. If person other than the family member have to stay in the quarters for period exceeding one month, the employee shall take permission of the management.
- 5.9. No foreign national will be allowed to stay in the quarters with the allottee without prior permission from the management and same has to be obtained within 24 hours of the arrival of such foreign national.
- 5.10. No employee who has been allotted a residential accommodation shall in any circumstances sublet the allotted quarters or any portion thereof or any of the attached out-house or garages to any employee or any outsider whatsoever.

- 5.11. The accommodation allotted under these rules are for residential purpose of the allottee and members of their families as defined above. The accommodation premises or part thereof shall not be used for any purpose other than residence.
- 5.12. No allottee of a quarter shall be allowed to keep any poultry, cow, buffalo, goat or any other cattle in the premises of the quarters allotted to him. Any employee desiring to keep a pet animal will be requested to take permission of the Administration Department.
- 5.13. The allottee shall not effect any addition or alteration to the quarters allotted to him or put up any temporary or permanent structure of any kind within the premises of the allotted quarters.
- 5.14. The allottee shall conduct himself in a manner which is not prejudicial to the maintenance of harmonious relations with his neighbours.
- 5.15. No loud-speakers should be installed inside or outside quarters.
- 5.16. In case of failure on the part of allottee/his family to vacate the accommodation before the expiry of permissible period of retention of such accommodation on the happening of any of the events as specified in rules 5.4., the management will be entitle to take action to disconnect water and power supply to the quarter and take steps to evict the unauthorized occupant from the premises, besides stoppage of salary/pension, as the case may be.
- 5.17. An allottee under these rules shall only be an occupant of the quarters allotted to him and will not acquire any rights of a tenant under any circumstances. The allotment ceases automatically on the transfer of employee from the present station or on retirement or on cancellation of the allotment of quarter.
- 5.18. In case of any infection or any contagious disease such as small – pox etc., which is likely to spread into an epidemic to any inhabitants in the allotted quarters, the employee would immediately report to the company's Medical Officer and have the patient segregated by moving him to the Hospital.

6.0 **RENT:**

- 6.1 Quarters are allotted to employees on payment of CC & water charges and no HRA is payable.
- 6.2 All employees to whom quarters have been allotted shall be personally liable to pay charges towards current consumption and water at such rates as may be prescribed by the management in this regard from time to time, which will be deducted from their monthly salary bill / dues payable to them and also for any damage beyond normal wear and tear caused thereto.
- 6.3 Energy meters with pilfer proof box shall be fixed outside the quarters for the retired employees on next day of retirement for recording energy consumed after his retirement and sealed by distribution engineer of APGENCO.
- 6.4 Energy meters with pilfer proof box shall be fixed outside the quarters to other than departmental employees and sealed by distribution Engineers of APGENCO.
- 6.5 The signature of the Occupier of the quarter shall be taken confirming the fact of Providing seal to the terminal cover of meter and pilfer proof box.
- 6.6 The energy consumed shall be read every month and billed at the rate HT which APGENCO is paying to DISCOM with reference to domestic services as in respect of commercial services. DISCOM tariff rate shall apply. The Bill amount shall be collected till he vacates the quarter.
- 6.7 The assessment of damage or loss caused to the quarters except the normal wear and tear shall be made by the Administration Department or such other department as the management may decide whose decision in this regard shall be final and the company will have the right to realize the amount levied by way of deduction from the salary / dues payable of the persons concerned, provided that cost of the loss or damage caused to the quarters to the fittings may not be realized from the allottee if there are good and sufficient reasons to establish that the same has occurred due to circumstances beyond the control of the allottee.

7.0 **SURRENDER, CANCELLATION AND PENAL PROVISIONS :**

- 7.1 Where two employees in occupation of separate accommodation allotted under these rules marry each other, they shall within one month of their marriage, surrender one of the accommodations.

- 7.2 Violation of any of the allotment rules shall entail cancellation of the allotment order from the date of detection of the violation and the allottee concerned shall be bound to hand over the vacant possession of the quarters to the Administration Department within a period of one month from the date receipt of the cancellation and shall in addition be liable for payment of penal rent for the period of his continued occupation of the accommodation till the date on which he hand over vacant possession.
- 7.3 The station Head (i.e CE/SE/DE) will have the right to cancel any allotment made in favour of any employee whenever a particular accommodation is required for any kind of use by the project.
- 7.4 Subject to provision of rule 5.4. If an employee who has been allotted an accommodation becomes ineligible for allotment of accommodation under these rules, he will surrender the quarter within a month.
- 7.5 If any employee sublets the residential accommodation even to the employee of the company it will be construed as misconduct and suitable disciplinary action initiated besides cancelling the allotment forthwith, penal rent i.e equal amount of double the HRA plus applicable charges shall also be collected /recovered from salary for the period of subletting.
- 7.6 If any employee sublets the residential accommodation to outsiders it will be construed as misconduct and he shall be placed under suspension forthwith and suitable disciplinary proceedings initiated for the said misconduct, Action should be initiated by the administrative department to evict the outsider and for cancellation of allotment of the quarter made to the employee and penal rent i.e equal amount of double the HRA plus applicable charges shall also be collected /recovered from salary for the period of subletting. The employee shall also be debarred for allotment of quarter in his balance service.
- 7.7 If the allottee effects any addition or alteration to the quarter allotted to him or put up any temporary or permanent structure of any kind within the premises of allotted quarters, the APGENCO has the right to demolish the additions/alternations made at the cost of the employee, which will be recovered from his salary and other dues payable at him besides initiating suitable disciplinary proceedings for violation of the rules and cancellation of the allotment forthwith.

- 7.8 Efforts shall be made to create awareness among the employee and their family members for tidy maintenance of residential quarters and surroundings areas like roads, parks Function Halls etc., Green belts should be grown wherever possible in the vicinity of residential quarters. The dust bins shall be utilized properly for depositing the garbage , domestic wastage etc.
- 7.9 If any allottee fails to vacate the quarter within the permitted period, an equal amount of three times of the HRA and applicable charges shall be recovered from Salary/Pension/Gratuity towards Penal rent on unauthorised stay
- 8.0 The accommodation charges of Guest House and Project Hostel available at Generating Stations shall be charged as mentioned in Annexure-II.
- 8.1 Surplus quarters up to E-Type shall be allotted to the contractors those who are carrying works at the plant on payment of equal amount of HRA plus applicable charges to the eligible cadre at station and electrical consumption charges as per tariff fixed from time to time. The same shall be applicable to the existing allottees. If any individual fails to remit the same, the respective amount shall be recovered from the work bills on priority basis.
- 8.2 The Colony maintenance wing has to submit the list of un authorised occupants in the colony to the station heads by 15th of every month. The station heads have to scrutinise the list and ensure the effecting recovery of penal rent as per rules in vogue. The in charge of Colony Maintenance Division is responsible for unauthorised occupancy of the quarter in the colony.
- 8.3 In order to maintain the Quarters Management in effective and transparent manner, the allotment of quarters shall be processed through Quarters Module in SAP system and report compliance on monthly basis without fail.

8.4 INTERPRETATION:

In case of any doubt or dispute regarding the interpretation of these rules, the decision of the management will be final. And appeal may , however, be made to the Corporate Office.

GUIDELINES FOR ALLOTMENT OF QUARTERS TO CONTRACTORS
APPENDED TO G.O.O.No. 42 CGM(ADM,IS&ERP)/2020, DATED 29.05.2020.

1. Up to E-Type of Quarter shall be allotted to a contractor, if there is a specific clause in the work agreement for allotment of quarter, subject to availability of quarters.
2. Quarter shall be allotted on payment of equal amount of HRA on initial pay applicable to the respective eligible cadre at respective station on monthly payment basis, dues towards rent if any shall be collected/recovered from the work bills of the contractor.
3. The Current consumption charges shall be collected as per the meter reading taken as per the tariff fixed from time to time. If meters are not fixed already, expeditious action shall be taken forthwith to install the meter. A three(3) months deposit towards current consumption charges shall be collected in advance from the contractor as fixed.
4. The allottee shall not sublet the quarter. In case it comes to the notice of the management, the allotment shall be cancelled forthwith and double the amount of HRA shall be levied and recovered for such subletting period apart from initiation of proceedings for eviction of the quarter besides blacklisting the contractor.
5. The allottee shall be responsible for keeping all the fixtures and fittings intact and any damages found shall be recovered from his work bills.
6. The allottee shall not make any additions or alternations of civil or electrical nature to the quarters or its surroundings.
7. On completion of contract, the contractor shall surrender the quarter forthwith failing which double the HRA will be levied besides stoppage of his final bill and will be debarred till quarter is vacated.
8. The engineer in-charge who recommends for allotment of quarter shall be responsible for recovery and remittance of rent and vacation of the quarter while closing the contract, release of contractor's bills shall be subject to rent payment clearance from competent authority.

B SREEDHAR
MANAGING DIRECTOR

// FORWARDED BY ORDER //

H. Ramjeyababu
PERSONNEL OFFICER

GUIDELINES FOR ALLOTMENT OF QUARTERS TO OTHER THAN CONTRACTORS APPENDED TO G.O.O.No42.CGM(ADM,IS&ERP)/2020,DATED 29.05.2020.

1. Quarter shall be allotted to personnel of supporting services like, Banks, Schools, Post Office, Police, Forest, Revenue Department etc., on requisition by the concerned department duly furnishing an undertaking that they will recover the rent and current consumption charges as per the meter reading and tariff fixed from time to time and other charges as assessed by the APGENCO from the salary of the allottee and remit the same to APGENCO.
2. Eligible sanctioned HRA of the allottee shall be levied and the same shall be recovered every month by the pay drawing officer of the department concerned from the pay bills and remitted to the APGENCO.
3. The allottee shall not sublet the quarter. In case it comes to the notice of the management, the allotment shall be cancelled forthwith and double the HRA amount shall be levied and recovered for such subletting period apart from intimating the department concerned for initiation of disciplinary proceedings. Action shall also be taken forthwith for eviction from the quarter.
4. The allottee shall be responsible for keeping all the fixtures and fittings intact and any damages found shall be recovered from his salary through department concerned.
5. The allottee shall not make additions or alternations of civil or electrical nature to the quarters or its surroundings.
6. The allottee shall vacate the quarter and hand over to the APGENCO within one month from the date of transfer or retirement from service. In no case, handing over of the quarter by the transfer or retiree on his own to his successor is permissible.
7. If the allottee does not vacate the quarter on transfer/ retirement an amount of three times of HRA shall be levied and recovered for such over-stay period from the salary/ pension of the employee through the department concerned apart from taking departmental action. Action shall also be initiated to disconnect water and power supply to the quarter besides taking action to evict from the quarter.

B SREEDHAR
MANAGING DIRECTOR

// FORWARDED BY ORDER //

M. Ramjayaiah
PERSONNEL OFFICER

ANNEXURE-II

APGENCO-ACCOMMODATION CHARGES OF PROJECT HOSTEL AND GUEST HOUSE

S.No	STATION	Category	HOSTEL		GUEST HOUSE
			A/C	NON.A/C	
1	DR.NTTPS				
		Employee	Rs.100/ Head		
		Others	Rs.250/Head		
		VIJAYAWADA	Rs.500/- Room		
2	RTPP	Employee	Rs.100/ Head	Rs.50/ Head	Rs.100/ Head
		Others	Rs.250/Head	Rs.150/Head	Rs.500/Room
3	SDSTPS	Employee	Rs.100/ Head	Rs.50/ Head	Rs.100/Head
		Others	Rs.250/Head	Rs.150/Head	
4	LSHES	Employee	Rs.100/ Head	Rs.50/ Head	Rs.100/ Head
		Others	Rs.400/Room	Rs.200/Room	Rs.500/Room
5	USHES	Employee	Rs.100/ Head	Rs.50/ Head	Rs.100/Head
		Others	Rs.400/Room	Rs.200/Room	Rs.500/Room
6	SRBHES	Employee		Rs.50/ Head	Rs.100/Head
		Others		Rs.500/Room	Rs.1200/Room

C.No. CGM (Adm, IS& ERP)/DS (Estt)/DGM (HR& Legal)/PO-F/F.No. 24/2020.

B SREEDHAR
MANAGING DIRECTOR

// FORWARDED BY ORDER //

M. Ramalingaiah
PERSONNEL OFFICER