

### 15: Allotment of Official Accommodation to Employees.

**Title:** Allotment of Official Accommodation to Employees

**Scope:** it is applicable to all regular employees of the Company having at least 5 years of regular Service.

**Definition:** To ensure merit based allotment of official accommodation without and discrimination.

**Yardstick** for entitlement of official accommodation for DISCO's officers is given below: -

Sr #	Entitlement Grade/Designation	Category of houses	Detail of accommodation
1.	CEO, GMan equivalent.	A-type	1. Drawing, 1-Dining, 3-Bed rooms with attached baths. 1-Guest room with attached bath etc;
2.	BPS-19 & 20	B-type	1. Drawing, 1-Dining, 3-Bed rooms with attached baths, etc;
3.	BPS-17 & 18	C-Type	1. Drawing-cum-Dining room, 2-Bed rooms with attached baths etc;

Yardstick for entitlement of official accommodation for DISCOs officials is given below: -

Sr #	Category of accommodation	Flat / Quarter	Entitled for Scale
1.	A-Type	Quarters	BPS-11 to BPS-16
2.	B-Type	Quarters	BPS-05 to BPS-10
3.	D-Type	Quarters	BPS-14 to BPS-17
4	F-Type	Quarters	BPS-01 to BPS-04

#### Procedure:

1. A consolidated waiting list will be maintained by the Admin / Services department of officers who have applied for accommodation as per their entitlement category. Seniority of the list will be dependent upon first come first served bases disregard to date of joining at the station.
2. In case he avails accommodation below his entitlement, his name will be retained on the waiting list till he is provided accommodation according to his own entitlement.
3. No accommodation of higher entitlement will be allowed to any officer of lower grade / non-entitled officer on any pretext, in order to ensure that the accommodation as per entitlement be left vacant and be provided to entitled officer as and when transferred to new place of posting. Officers or their spouses having own residences at the station will not be allowed official accommodation.
4. On transfer an officer residing in official accommodation can retain it for a period of four (4) months from the date of his relieving from a station (out of Municipal limit of that city) and no further extension will be granted in any case.
5. If an officer or official is on deputation within WAPDA allied formation, he/she if wish may retain the official accommodation provided that his/her borrowing

formation may be charged standard rent as per prescribed rates mentioned by authority time to time by parent Company.

6. No one is competent to allow retention after expiry of above period. Provisional last pay certificate for a period of four months will be issued at the time of transfer of such an officer, neither the provisional pay nor full salary will be paid to the officer till he vacates and hands over the accommodation.
7. Strict disciplinary action will also be initiated by the competent authority of the formation maintaining residential accommodation, against the defaulting officer by dispensing with enquiry and penalty of removal from service maybe imposed upon the accused officer within a period of six months from the date of his relieving.
8. However an officer wishing to retain his family at that station from where he is transferred may do so after vacating official accommodation within the stipulated period of four months, by acquiring a house at that place, on the rates admissible at place of posting or the place where the family actually resides whichever is less.
9. An officer retiring before superannuation at his own option (pre-mature retirement) will retain official accommodation for a period of two months only during his LPR.
10. In case of violation of aforesaid instructions dealing staff/ officer as well as officer responsible for not taking action will be proceeded on the above-mentioned grounds.