



DZONGKHAG HOUSE ALLOTMENT BY-LAWS

(REVISED)



February 2018

1. TITLE, EXTENT AND COMMENCEMENT

1.1 These rules shall be called as the “Dzongkhag Housing Allotment bylaws”.

1.2 This rule shall come into force with effect from 5th Febraury 2017.

1.3 These rules shall apply to all types of government quarters including NHDCL quarters.

1.4 These rules shall supersede the previous bylaws.

2. DEFINITION: For the purpose of these rules, the expression:

2.1 **“Dzongkhag Housing Allotment Committee”** means the committee constituted by the competent authority for consideration of an application/proposal and submission of recommendation for allotment of residential quarter to the Dzongkhag’s employees.

2.2 **“Chairperson”** means the head of the Dzongkhag Administration.

2.3 **“Vice Chairperson”** means the Vice Chairperson of the committee, which shall chair the committee meeting in the absence of the Chairperson.

2.3 **“Member Secretary”** means the Secretary appointed by the committee for a period of One Year.

2.4 **“Allotment Order”** means and order signed/issued by the Chairperson for the occupation of a particular quarter.

2.5 **“Employee”** means the Dzongkhag’s/Government employees, including GSP/ESP and Contract employees.

2.6 **“Quarters”** means the government houses/quarters, including NHDCL quarters situated within the dzongkhag.

2.7 **“Penal Rent”** means the penal rent as notified and revised by the government/NHDCL from time to time.

2.8 **“Sector Head”** means the head of a section or support service.

2.9. **“Institutional Quarter”** means the quarter belonging to School, RNR, Gewog Staff quarter and health.

2.10. **“Date of Registration”** means the date on which the application has reached/submitted to the Member Secretary.

2.11 “Family” means the member of the family of an employee or dependents residing with him/her.

2.12 **“Non-institutional Employees”** means those employees which are not falling under RNR, Health, School, and Gewog Staff.

Notwithstanding anything contained in any other Rule(s) for the time being in force, all occupation of the residential accommodation by an employee or group of employees or non-employees without the allotment order issued by the Chairperson shall be treated to be unauthorized and then person(s) so occupied shall be liable to be evicted besides payment of penal rent and other disciplinary action.

The committee/management reserves the right to revise or amend these rules from time to time in consultation with and consent of the Committee Members.

3. CONSTITUTION OF HOUSE ALLOTMENT COMMITTEE:

3.1 There will be a House Allotment Committee as detailed below:

1. Dzongdag	Chairperson
2. Dzongrab	Vice Chairperson
3. Planning Officer	Member
4. Engineer	Member
5. Human Resource Officer	Member
6. Accounts Officer	Member
7. Education Officer	Member
8. Municipal Engineer	Member

3.2 The Member Secretary shall be the Municipal Engineer or NHDCL Focal person.

4. ELIGIBILITY CRITERIA

3.1 All the Dzongkhag employees are eligible to apply for the quarters.

3.2 The Employees provided with their own staff quarter (E.g RNR/Gewog/School/Health) are not eligible to apply for NHDCL or Government Quarters. However, they are allowed to apply if the vacant quarter is not available in their respective places.

3.3 An Employee who own his house (i.e either in his/her name or in the name of spouse) within the vicinity of the Dzongkhag Administration/duty station shall not be eligible to apply for the quarters.

5. SUBMISSION OF AN APPLICATION:

4.1 Any employee in need of staff's quarters (either for fresh allotment or a change of quarters) shall submit their application in the prescribed format to the Chairperson who shall then forward to the Member Secretary for compilation.

4.2 The form shall be issued by the Member Secretary. **(Refer Annexure I)**

5. ALLOTMENT PROCEDURE

5.1 The allotment shall be made first to the sector heads based on the seniority of the application registered with the member secretary (i.e. Exclusively for those who have not allotted the staff quarter in the past.)

5.2 Allotment to other staff (non- sector heads) shall also be made based on the seniority of the applications (i.e. date of registration with the Member Secretary not the date of the application prepared).

5.3 The preference shall be given to those applicants (i.e. in case of both sector heads and non sector heads) who have family living with them.

5.4 In case both husband and wife are the employee of the Dzongkhag, only one quarter shall be allotted either in the name of the husband or wife.

5.5 In case of applicant (who is unmarried) and applies for a bigger house (especially NHDCL quarters), the allotment shall be made on a sharing basis with the similar kind of applicant (s) (unmarried).

5.6 The quarter of an outgoing sector head (on transfer, termination or superannuation) shall be reserved for his/her reliever. In the event of no reliever and the quarter remains vacant for more than a month, the quarter shall be allotted to an officiating sector head (i.e if he/she has applied only), otherwise the quarter shall be allotted to the next applicant.

5.4 The allotment of NHDCL/Government Quarters to institutional employees shall be made only if there is no application from non institutional employees.

5.4 Allotment of institutional quarters shall be made by the respective management. However, the management shall follow the procedures of this rule. An intimation shall be made to the Committee/Member Secretary upon allotment and vacate of the quarter.

6. ACCPETANCE/NON-ACCEPTANCE

6.1 Every allottee shall take possession of the quarter allotted to him/her in vacant condition within 15 days from the date of receipt of their allotment order, from the previous occupant.

6.1 If the allottee fails to occupy the allotted quarter within the prescribed period, the allotment order will be cancelled automatically and it will be allotted to the next applicant (sector head or staff).

6.2 If an employee fails to vacate any accommodation allotted to another employee, he/she has to submit a representation against the allotment of quarter to the committee within 30 days of the issue of allotment order. The Committee has the right to summarily reject any representation submitted after expiry of the 30 day period, if the employee fails to give satisfactory reasons for delayed submission of the representation. In such a case, the concerned employee will have to vacate the quarter within 30 days after the date of communication of the order of rejection of the representation failing which a penal rent will be charged.

6.3 An employee can surrender his allotted quarter after obtaining a prior permission from the committee.

7. SHARING OF QUARTER

7.1 Generally sharing of the quarter shall not be permitted. However, if the allotted employee wants to share the quarter, he/she may be allowed to do so only after a prior permission from the committee.

8. CHANGE OF QUARTER

8.1 Change of quarter on mutual consent of the employees and approval of the committee shall be allowed on the following conditions:

- a. The quarters must be of the same type

- b. The concerned employee should be eligible for the quarter they are to occupy on change of accommodation. For example, sector head cannot exchange his quarter with other staff (non sector head).

9. CANCELLATION OF ALLOTMENT:

9.1 In the case of an employee who is residing in the quarters, the allotment is liable to be cancelled if,

- a. the allottee indulges in any action / activity which is detrimental to the interest of the Dzongkhag administration and the locality.
- b. the allottee indulges in activities such as gambling, unruly behavior misconduct of any kind, noise pollution, etc.
- c. they sublet or transfer the residence allotted to him / her or any portion thereof.
- d. they use the quarters for any other purpose except as residence for his / her family and dependent parents and fail to maintain the premises and compound if any, attached thereto in a clean and hygienic condition.

10 RENTAL

10.1 The rental deduction shall come into effect from the date of Allotment Order.

11. APPEAL

1.1 Any appeal of representation shall be preferred before the Chairperson within 15 days of issue of order and decision of the committee shall be final and binding.

12. INTERPRETATION OF THE RULES

12.1 Any doubt or dispute arising in respect of interpretation of any of these rules shall be referred to the Committee and the decision of the committee shall be final and binding.

13. AUTHORITY FOR AMENDMENT

13.1 The rule shall be revised from time to time. Only the committee shall revise the rule.

ANNEXURE – I

**FORM OF APPLICATION FOR ALLOTMENT OF STAFF QUARTERS
(GOVERNMENT/NHDCL)**

REGISTRATION

- 1. Name of the Applicant :**
- 2. Designation :**
- 3. I.D. Card No. :**
- 4. Name of the Office/section/institution :**
- 5. Nature of appointment :**
Permanent / Temporary or contract.

Date :

Signature of the applicant