

National Council for Hotel Management & Catering Technology

Policy for Allotment of Residential Quarters

1. Objective

The objective of this policy is to lay down transparent, equitable, and uniform guidelines for allotment and occupation of the limited residential quarters available at the National Council for Hotel Management & Catering Technology (NCHMCT), broadly aligned with the policy of the Directorate of Estates governing General Pool Residential Accommodation (GPRA).

2. Availability

NCHMCT has a total of four residential quarters for its staff. All quarters were originally constructed as Type IV accommodation. However, two of these quarters include an additional independent unit consisting of one room with separate entry, bathroom, and balcony, which may occasionally be used as a transit room.

In view of their functional configuration, two quarters shall be treated as Type IV and the remaining two quarters shall be treated as Type III for the purpose of allotment under this policy.

3. Eligibility

All regular employees of NCHMCT shall be eligible to apply for residential accommodation, subject to the following conditions:

- (i) The applicant must not own a residential house in his/her own name or in the name of his/her spouse or dependent children within Delhi-NCR.
- (ii) Contractual staff, consultants, and outsourced personnel shall not be eligible.
- (iii) Eligibility for allotment shall ordinarily be restricted to officials in Pay Level 6 and above.
- (iv) Officials in Pay Level 6–8 (Group B) shall ordinarily be considered for Type III quarters. Allotment of a Type IV quarter to officials in Pay Level 6–8 may be considered only if no eligible Group A applicant is available and Type IV quarters remain vacant. In such cases, double the normal license fee shall be payable.
- (v) Officials in Pay Level 2–5 (Group C) may be considered only for Type III quarters and only if quarters remain vacant after exhausting applications from Group A and Group B officers. In such cases, four times the normal license fee shall be payable.

4. Classification of Posts

The sanctioned strength of posts at NCHMCT is broadly classified as follows:

Group A: 6 posts (e.g., Director, Deputy Director, Executive Officer)

Group B: 13 posts (e.g., Assistant Directors, Office Superintendent, Accountants, Assistants etc.)

Group C: 15 posts (e.g., Stenographers, Clerks, MTS)

5. Principles of Allotment

Allotment of residential quarters shall be governed by priority and seniority as detailed below.

5.1 Priority Order

- (i) Group A officers shall have first priority, keeping in view senior-level responsibilities and the Type IV classification of quarters.
- (ii) Group B officers shall be considered next, based on seniority within the group.
- (iii) Group C staff shall be considered only if there are no eligible Group A or Group B applicants on the waiting list and subject to fulfillment of prescribed Pay Level conditions.

5.2 Determination of Seniority

- (i) Seniority shall be determined on the basis of the date of regular appointment in the present grade at NCHMCT.
- (ii) In case of a tie, seniority shall be determined based on total length of regular service in NCHMCT.
- (iii) If a tie still persists, age seniority shall be considered (older officer to rank senior).

6. Procedure for Allotment

- (i) A notice inviting applications shall be issued whenever a vacancy arises.
- (ii) Eligible and interested employees shall submit their applications within ten working days of issuance of the notice.
- (iii) Allotment shall be made by a Quarter Allotment Committee constituted by the Director, NCHMCT, comprising three officers, with representation from different groups as far as practicable.
- (iv) The Committee shall maintain a priority-cum-waiting list, which shall be reviewed and updated annually or as and when required.

7. License Fee and Recovery

- (i) License fee shall be charged at the rates prescribed for General Pool Residential Accommodation (GPRA) by the Directorate of Estates, Ministry of Housing and Urban Affairs, Government of India, as amended from time to time.
- (ii) Where an official of a lower Pay Level is allotted a higher-type quarter due to non-availability of eligible applicants of the entitled category, enhanced license fee, as provided under this policy, shall be applicable for the entire period of such allotment.
- (iii) Water and electricity charges shall be recovered on actual consumption basis as per meter readings.
- (iv) License fee and utility charges shall be recovered monthly through deduction from salary.

8. Discretion

Subject to vacancy and need, 01 residential quarters will be allotted at the discretion of CEO, NCHMCT, if the applicant has a special case such as medical compulsions,

etc. In case, no such application is received, said residential quarters will be allotted as per the terms of this policy.

9. Period of Allotment

- (i) Allotment shall be valid for the period of posting at NCHMCT.
- (ii) On promotion to a higher group, the allottee may apply for change of accommodation subject to availability and in accordance with this policy.

9. Cancellation and Eviction

Allotment shall be liable to cancellation in the following circumstances:

- (i) Transfer, resignation, retirement, or death of the allottee.
- (ii) Misuse of the premises, including subletting or use for commercial purposes.
- (iii) Non-payment of license fee or utility charges for a continuous period exceeding three months.
- (iv) Nuisance committed by occupants of allotted staff quarters.
- (v) Violation of any provision of this policy.

Upon cancellation, the allottee shall vacate the premises within the period specified in the cancellation order, failing which penal rent as determined by NCHMCT shall be recoverable.

10. Maintenance and Repairs

- (i) Routine maintenance of the quarters shall be the responsibility of the allottee. Major repairs and maintenance shall be carried out by the Council
- (ii) Allottees shall ensure proper upkeep of the premises and promptly report any structural or major repair requirements to the administration.

11. Leave and Deputation

- (i) Where an allottee proceeds on sanctioned leave not exceeding 180 days, retention of the quarter may be permitted with prior approval of the competent authority. In case the employee proceeds on deputation, He/she shall be asked to vacate the quarters within a timeframe to be stipulated by Director (A&F).
- (ii) For leave periods exceeding 180 days, the allotment shall be reviewed and may be cancelled or re-allotted.

12. Dispute Resolution

Any dispute arising out of interpretation or implementation of this policy shall be referred to the CEO, NCHMCT, whose decision shall be final and binding.

13. Transitional Provision

Existing occupants of NCHMCT residential quarters, if any, shall be deemed valid allottees and shall be brought within the ambit of this policy within thirty days of its issuance.
