

GOVERNMENT OF KERALA

Abstract

Forest Department – Rules for allotment and occupation of Quarters under the control of Forest Department – Orders – issued.

FOREST & WILDLIFE (D) DEPARTMENT

G.O (MS) 4/95/F&WLD Dated,

Thiruvananthapuram 17..02..1995

Read : Letter No.P7-40821/90 dated 24..08..1990 from the Chief Conservator of Forests

ORDER

The Chief Conservator of Forests in his letter read above has submitted proposals for issuing rules for allotment and occupation of Quarters under the control of Forest Department. Government have examined the matter in details and are pleased to approve the Rules appended. This will come to force from the date of the order.

(By Order of the Governor)

V.Bhavani
Joint Secretary to Government

The Chief Conservator of Forests

**RULES FOR THE ALLOTMENT AND OCCUPATION OF QUARTERS UNDER THE
CONTROL OF THE KERALA FOREST DEPARTMENT TO THE STAFF IN THE
DEPARTMENT 1995**

1. Short title :

These Rules shall be called 'The Rules relating to the allotment and occupation of Quarters under the control of the Kerala Forest Department, 1995'.

2. Extent of application :

These rules shall apply to all types of quarters under the control of Kerala Forest Department.

3. Definition :

In these rules, unless there is anything repugnant to the subject or context,

- i. 'Quarters' means quarters under the control of the Kerala Forest Department.
- ii. 'Applicant' means a Forest Department employee working in or attached to the Forest Office situated within 15 K.M. radius of the quarters.
- iii. 'Allottee' means a Forest Department employee to whom quarters has been allotted by competent authority but not occupied.
- iv. 'Occupant' means an allottee who has taken possession of the quarters duly allotted to him after completing all formalities required as per rules.
- v. 'Allotting Authority' means the Chief Conservator of Forests (Development) or Conservator of Forests or any other controlling Officer of and above the rank of Assistant Conservator of Forests authorised by the Chief Conservator of Forests (Development) to administer, control, maintain and allot the Forest Department Quarters under whose administrative control, the staff to whom the quarters are allotted belong to. [with regard to the staff working under the administrative control of the other Chief Conservator of Forests also, Chief Conservator of Forests (Development) will be the allotting Officer.]
- vi. 'Custodian Officer' means the Range Officer/ Depot Officer, Divisional Forest Officer under whose charge the quarters remain.
- vii. 'Rent' means the monthly rent specified under these rules and payable by the Occupant in respect of the quarters allotted to him.

- viii. 'Standard rent' means the rent fixed for quarters by the Public Works Department and got approved by Government on its capital cost and other aspects as laid down in the relevant rules issued on that behalf.
- ix. 'Head of Office' means the official superior or head of an Office who is competent to draw and disburse the pay of the staff working under him and where necessary shall include the official superior who is competent to impose punishment on the staff.
- x. 'Pay' means pay as defined in Rule 12 (23) Part I of KSR.
- xi. 'Family' for the purpose of these rules include the Officer's wife/ husband, children, step children residing with him/her.

4 (a) Eligibility

- i. The quarters constructed by the Kerala Forest Department and the quarters under its control are intended for allotment to the employees of the Forest Department according to the type design and pay of the employee working in or attached to the Forest Offices situated within a radius of 15 K.M., from the types of quarters for which the employees are eligible and who do not have their own accommodation facilities in the place of duty, or within 15 KM therefrom.
- ii. Quarters shall be allotted only to those Officers who do not have residential buildings in District concerned either in their own names or in the names of their husbands or wives as the case may be, or in the names of their unmarried sons or daughters whether inherited or purchased or obtained otherwise, including that under any hire purchase scheme.
- iii. Non-availability of own accommodation facilities shall be clearly and specifically stated in the relevant column in the application for allotment of quarters. In case, it is subsequently detected that the statement in the application form in this regard is not true to fact, the allottee shall be liable to pay from the date of occupation of the quarters, penal rent at three times the rate of standard rent fixed for the quarters and to eviction under the provision of the Kerala Public Buildings (Eviction of Unauthorised Occupants) Act 1968 and the Rules made thereunder, from the quarters forthwith; and in addition, the allottee shall be liable for disciplinary action under the relevant rules.

- iv. In case any allottee or occupant of Government Quarters subsequently acquires or obtains residential buildings in any manner referred to in Rule 4 (a), the fact shall be forthwith intimated by the allottee/ occupant to the Chief Conservator of Forests (Development)/ Divisional Forest Officer concerned and the allottee/ occupant shall without fail vacate the quarters within one month from the date on which the allottee/ occupant acquires or obtains such residential buildings. Occupation beyond the date of expiry of the said one month will be treated as unauthorized occupation and the allottee or occupant shall be liable to the penalties prescribed in these rules.
- v. Failure to give timely intimation mentioned in clause (iv) shall make the allottee liable to pay penal rent from the date of acquiring or obtaining such residential buildings till the date of vacating the Government quarters/ buildings, in addition to the other penalties including disciplinary action.

4 (b) Persons who are not eligible for quarters:

- i. Unmarried Officer (except in case of bachelors quarters)
- ii. Officers who are not being paid from the consolidated funds of State Government or Government owned companies, Corporation, bodies etc. or other quasi Government bodies.
- iii. Officers who have been evicted from the quarters due to violation of rules or other grounds.
- iv. Officers who own a house. Officers will be deemed to own a house if there is a house in the name of wife/ husband as mentioned in Rule 4 (a) (ii)
- v. Persons borne on daily wages/ work charged/ contingent establishment.
- vi. Persons whose wife or husband has already been allotted quarters in the district.

Provided that provision in the rules 4(a) (i) (iii) and (iv) shall not apply in case where an official quarters is specifically intended for a designated Officer. In such cases, permission of the Principal Chief Conservator of Forests (Head of Department) has to be obtained for not occupying that quarters by the Officer posted in that station.

5. Type of Quarters eligible for :

For the purpose of allotment, the quarters are classified into various types are given in Appendix – I.

6. Allotment of quarters:

1. The application for allotment of quarters shall be made in the form in Appendix II to the Divisional Forest Officer, Conservator of Forests or Chief Conservator of Forests (Development) as the case may be, through the Head of Office, who shall verify the correctness of the information furnished in the application and countersign it and forward it to any one of the Officers mentioned above in accordance with the context examined by each as early as possible. If the applicant himself is the Head of Office and not the allotting officer he may forward the application to his immediate superior officer who shall in turn forward it to the concerned allotting Officer.
2. The Allotting Officer shall scrutinize the applications received by him. Defective applications to any shall be rejected and the applicants informed accordingly forthwith. If any application is found defective the applicant shall be given an opportunity to rectify it within seven days and if he complies with the directions, it should be considered as a valid application. All the valid applications shall be registered in a Register of Applications. If more than one application are received on the same day, priority shall be given to the applicant who has been working at the place for longer period and even that being equal in more than one case, priority shall be given to the applicant who is older.
3. Separate Register or separate folios in a single book in the Form in Appendix III shall be maintained for each type of quarters. A separate Register shall be maintained for registering the applications which have priority in allotment and such application shall be registered in both the Registers simultaneously.
4. An applicant or occupant who, due to promotion or otherwise becomes eligible for a higher type of quarters, may submit a fresh application for that type of quarters, if such type exists, and shall be eligible for allotment of that quarters in the normal course according to seniority in that group. In such case, the applicant will have claim to get the type of quarters earlier applied for, when his turn comes in the normal course and he will be allowed to continue to occupy the quarters till such time as he is allotted a higher type of quarters, subsequently applied for.
5. Quarters shall be allotted as soon as it falls vacant. In no case shall allotment of a house be delayed for more than a week of its falling vacant, unless more duration is required for doing works including alteration, addition, renovation or

maintenance of the quarters and such house shall be allotted within one week from completion of the work.

6. The quarters shall be allotted strictly in accordance with the priority of application in the respective group i.e according to the priority of application from the respective grades of Officers for the type of they are eligible for. In case a deviation from this rule for the allotment of quarters is found absolutely indispensable to meet any extra ordinary and exceptional circumstances which might justifiably warrant such deviation, the Chief Conservator of Forests (Development) shall be competent to allot the quarters on out of turn basis.
7. The allotment orders shall be in the form in Appendix.V and VA. The allotment order shall be issued to the Applicant through the Head of Office concerned. The Head of Office shall forward the orders of allotment to the applicant as expeditiously as possible. The allotting authority and the Head of Office shall see that there is no delay in dispatching the allotment order to the concerned Officers. The liability of the allottee for the payment of rent for the quarters commences from the date of occupation or after 10 days from the date of receipt of communication whichever is earlier. If by any chance, the allottee does not require the quarters allotted to him, he shall intimate the fact to the allotting authority within three days of the date of receipt of communication of allotment. If such intimation is delayed, the allottee shall be liable to pay the rent of the quarters up to the date on which such intimation is received by the allotting authority subject to a minimum of one month's rent.
8. An officer to whom the quarters is allotted should occupy the same within 10 days of the date of receipt of communication of allotment order, failing which the allotment shall be cancelled and the building allotted to the next applicant without intimation to the original allottee. The original allottee shall however, be liable to pay rent for a minimum period of one month.
9. Applicants who are on leave at the time of issue of allotment orders shall be permitted to prolong the actual occupation of the quarters till they rejoin duty, if they so request in writing to the allotting authority. The advance rent payable shall be remitted within the time fixed and the liability to pay the rent of the quarters will commence after one month of the date of receipt of communication of allotment.

10. In case where officers of the grade prescribed for a particular type of quarters as laid down in Rule 5 are not available or when they do not require accommodation in quarters provided by the Forest Department, the fact will be intimated to the allotting authority in writing and then such quarters may be allotted to other officers of a higher or lower grade if any, who apply for such allotment, until an officer of the particular grade eligible for the particular type of quarters become available and applies for allotment of quarters. In the event of receiving such application, allotting authority shall give notice to the then occupant of the quarters to vacate the quarters within one month of the receipt of such notice and the occupant shall vacate the quarters within this time limit without raising any objection, and the quarters shall thus be allotted to such applicant on the basis of priority of application. If such applicant happens to be one who on any previous occasion did not want accommodation in the quarters and intimated the fact in writing to the allotting authority his application shall not be entertained and no re-allotment of quarters as contemplated here shall be made in his favour. If the lower type of quarters is allotted to a higher grade officer, the rent to be realized shall be 7.5% of the pay of the Officer from time to time or the standard rent whichever is lower and if a higher type quarters is allotted to a lower grade Officer, the rent to be realized shall be 7.5% of the pay of the Officer from time to time or standard rent whichever is higher.
7. If an occupant due to reversion or other reasons, becomes ineligible for the type of quarters allotted to him but only to any of the lower type, he may submit a fresh application for the type of quarters for which he is eligible. He shall be permitted to continue to occupy the quarters, provided he is willing to pay the standard rent or 7.5% of the pay whichever is higher. If he is not willing to this, he shall immediately vacate the quarters and wait for his turn for allotment of the quarters to which he is eligible for in the normal course.
8. An Officer of the Forest Department belonging to the cadre of Ranger having territorial jurisdiction of the area where the quarters is situated (Custodian Officer) shall maintain a Register of the allottees with details of the date of occupation the date in which building is vacated, rent collected, list of equipments fittings etc. This Ranger shall inform the allotting authority within three days when a building falls

vacant. He shall intimate the drawing officer concerned the occupancy of quarters from time to time.

9 (a) Priorities for allotment of quarters will be available to the following:

1. Officers who are wives of Jawans working outside Kerala (to be certified by proper Military Authority).
2. Officers who are physically handicapped. (To be certified by a Medical Officer not below the rank of an Assistant Surgeon/ Assistant Professor belonging to the particular specialty)
3. Officer belonging to the Scheduled Castes and Scheduled Tribes.
4. Officers who have entered into inter caste marriage (this should be certified by a Revenue Officer not below the rank of Tahsildar).

9 (b) The Officers quarters constructed or being constructed at the Forest Headquarters/ Thirumala Depot compound are intended for the Branch (Forest) Officers, Assistant Conservator of Forests and Chief Conservator of Forests (Development).

Category I : Only if there is no demand from any Officer of the above category vacant quarters available will be allotted to Officers of the category of Deputy Conservator of Forests / Assistant Deputy Conservator of Forests/ Assistant Conservator of Forests working in the other offices having headquarters at Trivandrum.

Category II : Whenever claims from the Officers belonging to Category I come up, the occupant belonging to Category II shall vacate the quarters in favour of the Officers of Category I. Such vacating shall commence with the Officer of the Category II who occupied the quarters last and proceed commensurate with the claim from Category I.

10. i. An Agreement in Appendix V shall be executed by the allottee of the quarters before the quarters are actually occupied by them.

ii. The lease Agreement to be executed shall be on plain paper, the stamp duty being payable by the Government. The allotting authority shall be competent to accept the agreement on behalf of the Governor of Kerala and these agreements shall be recorded in his Office, duly numbered and entered in a separate Register of Agreement.

11. Electricity charges and water charges where such amenities are available shall be payable by the occupants direct to the Kerala State Electricity Board, Kerala Water & Waste Water Authority or other bodies maintaining such system.

An amount equal to two months standard rent of the building shall be deposited by each Government Servant as advance before occupation of the house and this amount shall be refunded to him when he/ she vacates the building, after deducting the dues to Government, if any, and on production of a non-liability certificate from the custodian Officer. Of the two months' standard rent, one month's standard rent will be collected as initial advance in two equal monthly instalments.

NOTE : The metre reading as on date of occupation will be noted and the occupant shall be responsible for payment towards further consumption charges till the date of vacating the quarters. If in the first bill received, any charges pertain to the period of occupancy of the previous occupant, the custodian officer concerned shall collect the proportionate amount due from the occupant and settle the bill meeting the difference from Government funds. The amount so advances shall be debited to the suspense head 'Misc. Forest Advance' and promptly recovered from the previous occupant.

12. 1. The occupants shall provide their own furniture, other required materials and electric bulbs.

NOTE : Where any item of furniture is provided by Government rent for the same as fixed by Government shall be payable by the occupant in addition to the rent of the Quarters. In such cases, no option shall be available for the occupant for non-payment of additional rent on the plea that such furniture is not used/ required by the occupant.

2. An inventory of articles available in the Quarters shall be prepared in duplicate by the Custodian Officer concerned and signed by the occupant and the Custodian Officer as seen as the allottee occupies the house. The original of the inventory shall be kept by the custodian officer and the duplicate by the occupant. The occupant shall be responsible for all articles included in the inventory until they are handed over to the Custodian Officer at the time of vacating the quarters and an unqualified acknowledgement obtained for the same.

NOTE : If any articles are lost or damaged, while in the custody of the occupant, the cost thereof shall be recovered from the occupant as if it is arrears of rent. The cost of articles shall be fixed by the Custodian Officer at value or market value plus 10 percentage.

After the requirement of the rules are duly fulfilled, the key of the quarters shall be handed over to the allottee by the Custodian Officer concerned.

13. The occupant shall keep the quarters and premises neat and tidy and shall be liable to make good any damages to the building and its installation caused during his/ her occupancy other than by normal wear and tear. Damages caused due to carelessness or inadvertance of the occupant shall be repaired departmentally and cost recovered from the occupant, as if it is arrears of rent.
- 14.1. Rent payable by the occupant of the quarters shall be 7.5% of his pay in the revised scale or standard rent whichever is lower or the amount fixed in accordance with the rules in force from time to time.

Explanation : The above rate will take effect from the date of this order. For the purpose of this rule the definition of pay occurring in Rule 12 (23) KSR. Part I shall be taken for reckoning the pay for calculation of the rate of rent payable.

2. If the husband and wife are Government Servants and residing in the quarters, rent payable shall be calculated on the basis of pay of the person drawing higher rate. However, the rent shall payable by the person in whose name the quarters are allotted. The allottee in such case shall intimate the Custodian Officer, the change in the rates of pay of himself/ herself as well as his wife/ husband. Both the occupants shall be held jointly and severally responsible of payment of rent and other requirements of these rules, as far as applicable to them.
3. House rent allowance shall be denied to the allottee of the Quarters, whether it is the husband or wife as the case may be.
4. The standard rent shall be fixed at 8% (eight) percent of the capital cost of the building.

Explanation : For calculating the standard rent for the purpose of this rule, capital cost of a building shall be arrived at based on the instructions laid down in Appendix VI.

5. Payment of rent or arrears thereof shall be made by short drawal in the salary bills of the Officers to who, quarters are allotted.
 6. In the case of occupants who proceed on leave or placed under suspension, the rent payable may be 7.5% of a complete month's pay drawn by him immediately before he proceeds on leave or was placed under suspension; or standard rent, whichever is lower and the amount shall be realized from his leave salary or subsistence allowance as the case may be. In case no leave salary or subsistence allowance is recoverable from the occupants, the rent payable shall be recovered from the occupant as detailed in Rule 30.
- 15. 1.** A Government Servant occupying the quarters when transferred from the Station shall vacate the quarters within a period of one month from the date of order of the transfer. The allotting authority may consider request for grant of extension of time for occupation of the quarters on merits and grant extension for the period not exceeding six months in all or till the end of the academic year, whichever is earlier on usual rate of rent. No further extension shall for any reason be allowed. Action shall be taken for eviction of the occupants after the extended period.
- NOTE** : This rule shall not apply if the quarters are occupied by husband and wife who are both Government Servants and if only one of them is transferred from the Station. If the quarter is allotted in the name of the person transferred, it shall be transferred to the name of the other person and rent recovery shall be effected based on the pay of the occupant in such cases. The formalities regarding registration of application and allotment detailed in Rule 5 shall not be applicable in such case of transfer of allotment.
2. Government Servants occupying the quarters who retire from service shall vacate the quarters on the date of retirement. If they however wish to continue occupation on account of unavoidable circumstances, they shall apply to the allotting authority sufficiently early and in any case before fourteen days prior to the date of retirement. The allotting authority may consider the request for grant of extension for a period not exceeding six months in all or till the end of the academic year whichever is earlier. No further extension shall be allowed. Action shall be taken for eviction of the occupants after extended period. If the request of Government servant for continued occupation is granted they shall pay the

standard rent in advance before 5th of every month and also shall give an undertaking in writing to the allotting authority, to the effect that they shall be liable to the dues to Government if any being recovered from their pension, in case they fail to pay the dues. If the occupant continue occupation of the quarters unauthorisedly after the date of retirement, action shall be taken to evict them.

3. Where occupancy terminates due to retirement or other causes, the Officer's last pay shall be disbursed only on receipt of the certificate of the Custodian Officer that no rent is due from the official. Receipt of this Certificate shall also be a condition for the issue of Non-liability certificate to or on behalf of the Officer before final settlement of his/her retirement benefits or payment of gratuity/pension to family.
4. In case an officer goes on long leave for more than six months, previous sanction of Chief Conservator of Forests (Development) shall be obtained for the continued occupation of the quarters. In such case, rent shall be calculated and realized at the rate prescribed in Rule.14. For the purpose of this rule, the amount of pay drawn by the Officer immediately before the commencement of the leave shall be the basis for determining the amount of rent to be realized from the Officer.

NOTE : Head of Office shall ascertain from the persons working under them occupying quarters, whether they have left any arrears of rent or other dues and show such amount in L.P.C. issued to Accountant General after retirement of the Officer for settling their terminal dues, if the individual concerned does not pay the dues before that.

16. Whenever possible, the occupant shall give advance information to the Custodian Officer concerned about vacating of quarters. Normally this period shall be thirty days in advance of the proposed date of vacating. In any case, a minimum period of seven days shall be insisted. If any occupant surrenders the key without any advance notice, he shall be liable to pay for another 7 days also. The notice of vacating the quarters shall be sent simultaneously to the Allotting Authority and Custodian Officer, specifying the date on which the quarters are proposed to be vacated.
1. The Custodian Officer shall arrange to verify the condition of the quarters and other amenities provided therein jointly with the occupant, if possible, with

reference to the list prepared at the time of occupation. Proper charge papers shall be prepared in duplicate signed by the Custodian Officer and one copy the kept by each. If any damage or losses are noticed, the fact should be noticed in the charge papers. These shall be assessed by the Custodian Officer within one week and details intimated to the Drawing Officer for taking action for recovery from the occupant.

2. The occupant shall produce the latest bill and relative receipts in support of payment of electric current charges and water charges to the Custodian Officer at the time of vacating the quarters. The metre readings as on the date of vacating shall then be taken by the Custodian Officer and the amount yet to be paid by the occupant worked out. The occupant shall pay such amount to the Custodian Officer at the time of surrendering the key and obtain proper receipt. This shall be credited to 'Deposits' in the accounts of the Custodian Officer and payment of electric current or water charges, when the bills are actually received, arranged by the Custodian Officer by drawing from the deposit amount. Balance, if any, will be refunded to the occupant after setting all liabilities. If the amount recovered is found inadequate the difference shall be met from the advance rent available in deposit and if that too is insufficient the required amount shall be met initially by the Forest Department and subsequently recovered from the occupant, as detailed in rule.
- 17.** The demand statement for recovery of rent should normally reach the Head of Office by the 25th of each month. If due to any reasons the demand statement is not received the time, the Head of Office shall effect the recovery based on the previous month's demand statement and intimate the fact to the Allotting Authority, if the occupant continue to occupy the quarters during that month also.
1. It shall be incumbent upon the Head of Office to recover the amount shown in the demand statement. If there is any real error or mistake in the demand made, it may be pointed out after effecting the recovery and get adjusted in the subsequent demands.
 2. The advance rent paid by the occupant shall not normally be adjusted towards rent due. It shall be refunded, only on the basis of a certificate from the custodian officer that no liabilities are due from the occupant after the quarters are vacated and key and other articles handed over.

18. If any occupant, contravenes any of the provisions of these rules or conditions in the Agreement executed by him, it shall be lawful for the allotting authority cancel the allotment of quarter made to him. A memo to this effect will be sent to the occupant, setting forth the irregularities noticed, through his Head of Office and the occupant shall vacate the quarters within 30 days of the date of such memo.

19. If the occupant fails to vacate quarters within the time allowed in Rule,18, the allotting officer shall inform the occupant about the irregularities committed by him and get his statement as a reply. The occupant shall be bound to submit his reply within seven days of the receipt of the show cause notice. If the reply is not found to be satisfactory, the allotting authority shall serve the notice of eviction on the party through the Head of his Office, simultaneously informing the Head of Office that the party has been served the notice of eviction earlier.

1. The Head of Office shall serve the order of eviction to the occupant as immediately as practicable and direct him to vacate the quarters within a week and produce clearance certificate to that effect from the custodian officer. If the occupant fails to vacate the quarters and produce the certificate within a week the Head of Office shall issue order placing the occupant under suspension with immediate effect. If the Head of Office himself is not competent to place the officer under suspension he shall immediately take action to get the orders of the officer competent to do so, and in any case, the suspension orders shall take effect from the date after a week on which the eviction orders are served to the occupant.

2. The employee under suspension shall be reinstated in service only on receipt of the clearance certificate from the custodian officer. He shall be deemed to have been reinstated in service the day following the day of production of certificate.

NOTE: i. The period of suspension may be regularized by the authority competent, as eligible leave, excepting casual leave.

ii. If the occupant fails to vacate the quarters within a reasonable time even after placing him under suspension action shall be taken to evict the occupant under the provisions of the Kerala Public Building (Eviction of unauthorized Occupants) Act 1968 and the Rules made thereunder.

iii. For the period of stay in the quarters beyond the date permitted by Rule 18, rent at three times, the normal rates shall be recovered from the occupant.

20. An appeal shall lie against the orders of eviction to the controlling officer/ authority immediately superior to the allotting authority (Appellate Authority) (i.e Government in the Forest & Wildlife Department). But filing of such an appeal shall not in any way empower the occupant to continue to occupy the quarters. If however, the Appellate Authority after examining the facts of the case, sets aside the orders of eviction, Appellant shall be eligible for registration and shall be allotted a quarters falling vacant next i.e in preference to all other registered applicants.

21. If any occupant commits violation of any of these Rules and the cancellation of allotment and eviction from quarters, is not considered necessary, the allotting authority shall intimate the Head of Office about the violation of Rules with a direction to initiate departmental disciplinary proceedings against the occupant. The Head of Office thereupon shall initiate disciplinary proceedings as per the Kerala Civil Service (Classification, Control & Appeal) Rules and award appropriate punishment if the occupant is found guilty.

NOTE : i. Warning is not treated as punishment. If the charges are found proved, one of the punishments specified under The Kerala Civil Service (Classification, Control and Appeal) Rules or other relevant Rules applicable to the occupant shall be awarded.

ii. The Head of Office shall intimate the Allotting Authority about the outcome of the disciplinary proceedings and the final findings of the case in due course.

22. 1. The quarters shall not on any account be sublet, nor shall it be shared with anybody without the written permission of the Allotting Authority. Even in cases where such permission is granted, the liability for payment of rent shall rest on the person to whom the quarters is allotted.

2. In the event of the death of either the husband or wife (allottee of the quarters) occupying the same quarters with the family i.e husband and wife with children, the quarters shall be allotted to the surviving person (husband or wife) occupying the same quarters, in case he/ she is also a Government employee.

3. In the event of the transfer of either the husband or wife (allottee of the quarters) occupying the quarters with family i.e. husband and wife with children, the

quarters may be reallocated to the other person (husband or wife) occupying the same quarters in case he/ she is also a Government employee and continue to work in the same station even after the transfer of the allottee.

- 23.** 1. The occupants shall not make any addition, alteration or repairs to the quarters or any of the installation therein, even at their own cost. Repairs or replacements required shall immediately be brought to the notice of the Custodian Officer for further action. Electrical wiring, pipes laid etc. shall not be interfered or tampered with.
2. Additional amenities like installation of telephone, ceiling fans etc. at the cost of the occupant, can be provided only under written permission of the allotting authority.

NOTE : The occupants may put up at their cost temporary fence within the area of the compound, if any, set apart for the quarters, for protecting garden or other vegetable plantations from stray animals for which no special sanction is required. But this may be done in consultation with the Custodian.

3. The occupant while living in quarters shall conduct himself decently, without in any way causing inconvenience to the neighbors. Unnecessary quarrels, state of drunkenness or other undesirable behavior shall be treated as misconduct, and such occupant shall be liable to be evicted on such grounds alone without notice.
- 24.** 1. Without prejudice to any of the provisions contained in these Rules or any other Rules prescribed in this behalf, the allotting authority shall have the right
- (a) to refuse to register any particular applicant;
 - (b) to terminate any of the allotment already made, without assigning any reasons and in the latter case, the occupant shall forthwith vacate the quarters and surrender possession as laid down in these Rules. No appeal shall entertained on such orders.

These Rules are issued in supersession of all previous Rules issued in this behalf and the occupants who have been allotted quarters already, in pursuance of the Rules then in force shall be deemed to be governed by these Rules hereafter.

2. These Rules shall be supplementary to the relevant rules in Kerala Financial Code and the Kerala Public Works Account Code and subject to the general

Rules regarding fixation of rent of Government Quarters framed by Government in this behalf from time to time.

25. The occupants shall keep the Allotting Authority and the Custodian Officer informed of changes in their pay, station, address and such other events like transfers, promotions etc. during the period of their stay in the quarters.

NOTE : When the occupant proceeds on leave, tour etc., for more than two weeks and leaves his headquarters with family, the fact shall be intimated to the Custodian Officer in writing.

26. The occupant may reside in the quarters without family or keep it locked up for a maximum period of 3 months for reasons like hospitalization and other treatments, conception, vacation etc. This period may be extended upto six months in exceptional cases with the permission of the Allotting Authority in writing. But if such instances exceed six months, the quarters shall be vacated and the key and other articles properly handed over as provided in these Rules. Failure to do so shall entail eviction as well as departmental disciplinary proceedings.

27. Liabilities, if any, left by an occupant while vacating the quarters shall be assessed and finalized within seven days of the date of vacation. If the amount of liability is more than the advance rent available with the custodian officer, a special demand shall be issued to the Head of Office immediately. The amount as per the special demand shall be recovered in cash from the pay of the occupant and details of recovery to be reported to the previous Custodian Officer. If the occupant has left on transfer, the amount due shall be intimated to the new Head of Office in writing. But if such instances exceed six months, the quarters shall be vacated and the key and other articles properly handed over as provided in these Rules. Failure to do so shall entail eviction as well as departmental disciplinary proceedings.

NOTE : Postal commission for remitting the amount recovered by M.O to the allotting Officer concerned shall be met from the office contingencies of the Head of Office concerned.

28. The applicants, allottees and occupants as well as past occupants of the quarters, shall be liable to be governed by the Rules as well as other Rules and conditions prescribed by Government, in this behalf from time to time.

29. Notwithstanding anything contained in the above said provision any amount due to Government from any occupant or past occupant, shall also be recovered from his/her properties movable or immovable under the Revenue Recovery Act for the time

being in force as though they are arrears of land revenue or in any other manner as the Government may deem it.

- 30.** Notwithstanding anything contained in these Rules, Government shall be competent to terminate the allotment assigning any reason whatsoever and the occupant shall, thereupon vacate the building within one month of the receipt of notice of termination.
- 31.** Notwithstanding anything contained in these rules, Government may in deserving cases, dispense with or relax the provisions of any Rule to such extent or subject to such condition as they deem fit.

അനുബന്ധം - 2

വനം വകുപ്പ്

ജീവനക്കാരുടെ വസതികൾ അനുവദിച്ചു കിട്ടുന്നതിനുള്ള അപേക്ഷ

1. പേര് :
2. ഔദ്യോഗിക മേൽവിലാസവും സ്ഥിര മേൽവിലാസവും :
3. പട്ടികജാതി/ പട്ടികവർഗ്ഗ വിഭാഗത്തിൽപ്പെട്ട ഉദ്യോഗസ്ഥനാണോ എന്ന് :
4. ഇപ്പോൾ വാങ്ങുന്ന ശബളം :
5. സർവ്വീസിൽ ചേർന്ന തീയതി :
6. പെൻഷൻ ആകുന്ന തീയതി :
7. ഇപ്പോൾ താമസിക്കുന്ന സ്ഥലത്തിന്റെ വിലാസം, അത് സ്വന്തം സ്ഥലമാണോ വാടകയ്ക്കാണോ എന്ന് (വില്ലേജ്, താലൂക്ക്, ജില്ല എന്നിവ കാണിയ്ക്കണം) :
8. വിവാഹിതനോ, വിവാഹിതയോ എന്ന് :
9. ഭാര്യയ്ക്ക്/ഭർത്താവിന് ഉദ്യോഗമുണ്ടെങ്കിൽ അതിന്റെ പൂർണ്ണ വിവരം (പേര്, ഉദ്യോഗപ്പേര്, ജോലി ചെയ്യുന്ന സ്ഥലം മുതലായവ) :
10. അപേക്ഷകനോ, ഭാര്യയ്ക്കോ/ ഭർത്താവിനോ അവിവാഹിതരായ മകനോ മകൾക്കോ, പൂർവ്വിക സ്വത്തോ, വിലയ്ക്കു വാങ്ങിയതോ, മറ്റേതെങ്കിലും രീതിയിൽ വാടകക്രയം ഉൾപ്പെടെ സമ്പാദിച്ചതോ ആയ താമസ സൗകര്യം തിരുവനന്തപുരം ജില്ലയിൽ ഉണ്ടെങ്കിൽ അതിന്റെ പൂർണ്ണ വിവരം :
11. ഒറ്റയ്ക്ക് താമസിക്കുന്നതിനോ കുടുംബമായ് താമസിക്കുന്നതിനോ എന്ന് :
12. ഇപ്പോൾ താമസിക്കുന്നത് കുടുംബത്തോടൊപ്പമോ അതോ തനിച്ചോ? :
13. വസതി അനുവദിക്കുന്നതിന് പ്രത്യേക പരിഗണനയ്ക്ക് അർഹതയുണ്ടോ? ഉണ്ടെങ്കിൽ അത് എന്ത്? :
14. സ്വദേശം :

സത്യ പ്രസ്താവന

മേലെഴുതിയിരിക്കുന്ന വിവരങ്ങൾ സത്യമാണെന്ന് ഞാൻ പ്രസ്താവിക്കുന്നു. വസതികൾ കൈവശപ്പെടുത്തുന്നത് സംബന്ധിച്ച് നിലവിലുള്ള ചട്ടങ്ങളും വ്യവസ്ഥകളും, സർക്കാർ യഥാസമയം നിർദ്ദേശിക്കുന്ന മറ്റ് നിബന്ധനകളും വ്യവസ്ഥകളും അനുവർത്തിക്കാമെന്ന് ഇതിനാൽ സമ്മതിക്കുന്നു.

ഈ സ്ഥലത്ത് വകുപ്പ് വക വസതികൾ ലഭ്യമല്ല എന്ന് സാക്ഷ്യപ്പെടുത്തുന്നു. (ആഫീസ് മേധാവി/വകുപ്പധ്യക്ഷന്റെ മേലൊപ്പോടുകൂടി)

പേര്:

ഉദ്യോഗപ്പേര്:

മുഖ്യ വനപാലകന്റെ ആഫീസിലെ ഉപയോഗത്തിനായി.....
തീയതി കൈപ്പറ്റി-ാം നമ്പരായ്
അഞ്ചു മാതൃക (ടൈപ്പ്) വസതിയായി
ഫോളിയോയിൽ രജിസ്റ്റർ ചെയ്തിരിക്കുന്നു. മുൻഗണന പരിശോധിച്ച് രജിസ്റ്റർ രേഖപ്പെടുത്തി
(ഇനം, എണ്ണം) ഫോളിയോ സെക്ഷൻ
ക്ലർക്ക് സൂപ്രണ്ട്.

മുഖ്യ വനപാലകൻ (വികസനം)

അനുവദിച്ച് ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി :

രജിസ്ട്രേഷൻ റദ്ദ് ചെയ്ത തീയതി :

അനുവദിച്ച വസതിയുടെ നമ്പർ :

Appendix – III A

Proceedings of the allotting authority (Designation)

Shri./ Smt.

No.

Dated

Sub: Allotment of Government Quarters at ordered.

Ref : Your application dated

OneType Quarters (No.....) is allotted to you. You are requested to occupy the quarters **within 7 days** from this date. In any case, your liability for payment of rent for the quarters will commence from that date.

If however, you do not wish to occupy the quarters you may intimate the fact to this office **within three days** from this date, in which case these orders will be cancelled.

You may contact the Custodian Officer (Designation) immediately and take charge of the key and the quarters with all articles provided therein. The Lease Agreement required to executed may also be executed before actually occupying the quarters.

An advance rent of Rs..... is payable by you. This may be remitted into the office of the allotting Authority (Designation), on receipt of which only they key of the quarters will be handed over to you.

You are also informed that you have to make yourself conversant with the provision of 'Rules for Allotment and Occupations of Quarters under the control of Kerala Forest Department 1995' and any infringement of the conditions stipulated therein or any of the condition in the lease agreement to be executed by you, will make you liable for the punishment provided in the Rules, as well as departmental disciplinary action.

To

1. Shri....

Copy to (Head of Office) with covering letter.

Copy to the Custodian Officer (Designation).

Allotting Authority (Designation)

Appendix – IV

No.....

Office of the Allotting Authority
Dated

To
The Head of Office.

Sir,
Sub : Government Quarters – allotment to Shri.....
..... - Orders issued.
Ref : Application forwarded with your Endorsement dated

I enclose two copies of my Proceedings of even number dated, allotting quarters No. to Shri/ Smt..... working as under you. I request that one copy of the same may please be communicated to him/ her as expeditiously as possible and the date of service intimated to me in the skeleton letter form attached. It may pleased be noted that the responsibility of the allottee for payment of rent commences after one week from date of this letter, unless he/ she intimates his/her willingness within three days of that date. Non receipt of the allotment order will not be a valid reason for non-recovery of rent as per rules and as such your maximum co-operation is solicited in the matter.

Yours faithfully,

Allotting Authority
(Designation)

Forest Department

Sl. No.	Designation	Scale of Pay w.e.f 01..07..2014	
1.	Peon	16500 – 35700	Type I
2.	Attender Gr.II	17000 - 37500	
3.	Attender Gr. I	17500 - 39500	
4.	Binder Gr. II	17500 - 39500	
5.	Driver Gr. II	18000 - 41500	Type II
6.	LDC/ LDT	19000 - 43600	
7.	UDC/ UDT	25200 - 54000	
8.	Confidential Assistant Gr.II	20000 - 45800	
9.	Confidential Assistant Gr.I	26500 - 56700	
10.	Head Accountant	27800 - 59400	
11.	Forest Guard	20000 - 45800	
12.	Forester	26500 - 56700	
13.	Deputy Ranger	27800 - 59400	
14.	Wildlife Assistant Grade II	26500 - 56700	
15.	Fair Copy Superintendent / JS	30700 - 65400	Type III
16.	Senior Superintendent	35700 - 75600	
17.	Administrative Assistant	40500 - 85000	
18.	Wildlife Assistant Grade I	30700 - 65400	
19.	Ranger	39500 - 83000	
20.	ACF / WLW/ DFO	45800 - 89000	Type IV