

HOUSE RENT AND HOUSE RENT ALLOWANCE

1.0 HOUSE RENT

2.0 HOUSE RENT ALLOWANCE

3.0 GUIDELINES REGARDING LEASE OF RESIDENTIAL ACCOMMODATION FOR EMPLOYEES

4.0 TENURE

ANNEXURE I: DELETED

(CLAIM FOR REIMBURSEMENT OF EXPENDITURE ON REPAIRS AND MAINTENANCE OF COMPANY LEASED ACCOMMODATION (INCLUDING SELF/RELATION LEASE))

HOUSE RENT AND HOUSE RENT ALLOWANCE ❖

1.0 HOUSE RENT:

- 1.1 The House Rent recovery from the executive employees who have been allotted quarters by the Company will be at the rate of 10% of the pay or standard rent of the quarters, whichever is lower. Pay for this purpose will include basic pay, personal pay, special pay and non-practising pay.
- 1.2❖❖ House rent recovery from employees who have been allotted quarters by the Company will be at the following rates of standard rent :

EXECUTIVES:

Category	Standard Licence Fee For Executives Rs. per month
Executive Flats	50
A	50
B (without any garage)	77
B (with Scooter garage)	80
B (with Car garage)	86
C (without car garage)	117
C (with Car garage)	125
D	215
DB-2	300
DB-1	344
MIG	
a) HB Colony	99
b) Autonagar	103
LIG	
a) HB Colony	45
b) Autonagar	50

NON-EXECUTIVES*

Existing Rates (Rs. / Month)	Percentage Increase over existing rates
More than Rs. 25 & up to Rs. 50	70%
More than Rs. 50 & up to Rs. 100	50%
More than Rs. 100	30%

- 1.3 The above rate of licence fee recovery is provisional and effective from 1st April,1990 and will be in force until further orders. Any revision in rates/approach that might be necessitated as a result of a decision by the Government based on the recommendations of the Working Group of BPE proposed to be set up as indicated in BPE's letter No. 2(50)/86-BPE (WC) dated 4.4.90, will be implemented as and when such decision is taken.
- 1.4 Employees would be required to pay licence fee for quarters calculated at 10% of their Basic Pay (Basic Pay + Adhoc Relief) in respect of Executives and 10% / 7.5% / 5% of Basic Pay (Revised Basic Pay minus Rs.970/-) as applicable in respect of Non-Executives or the ceiling rates prescribed in para (1.2) above, whichever is less.
- 1.5■ DELETED
- 1.6■ DELETED

❖ Approved by Board of Directors of RINL in their first meeting held on 08.04.1982.

❖❖ Amended vide Circular No.Tn.A/EST(Rev)/XIII(1), dt.20.7.1990.

■ Superseded vide Office Order No.PL/RR/W(01)/2001 dtd 29.09.01 & PP Circular No.5/2001, dtd 18.10.2001.

* Amended vide office Order No. PL/WR/4100000989, dated 15.05.2010, effective from 01.12.2009

2.0 HOUSE RENT ALLOWANCE:

2.1 Employees who have not been allotted accommodation by the Company will be paid house rent allowance at the following rates:

HOUSE RENT ALLOWANCE FOR EXECUTIVES & NON EXECUTIVES*

Cities with population	Rate of HRA(% of Basic Pay)
50 Lakhs and above (Classified as 'X')	30%
5 to 50 Lakhs and above (Classified as 'Y')	20%
Less than 5 Lakhs (Classified as 'Z')	10%

Note :

- In case of Executives the above rates of House Rent Allowance would be effective from 26.11.2008
- In case of Non- Executives the above rates of House Rent Allowance would be effective from 1.12.2009

There would be no ceiling for payment of HRA without production of rent receipt.

NOTE^o: In cases where the husband and the wife are employees of the Company and are stationed at the same place of posting and neither of them is allotted a company's house at the place of posting, House Rent Allowance shall be paid to both of them as per their eligibility.

NOTE^d:

- a) Employees may be allotted Company's flat, if available, as per eligibility. In case of executives posted at outstations, in case of non-availability of Company's flats, leased accommodation as per entitlement may be granted.
- b) An employee who refuses or surrenders accommodation provided by the Company shall be eligible for HRA, provided he is staying in his own house or a rented house. No leased accommodation shall be provided in such cases.

❖ Amended vide Office Order No.PL/RR/W(01)/5100001730, dated 25.01.10 and No. PL/WR/4100000989, dated 15.05.10

❖❖ Incorporated vide Personnel Policy Circular No.5/2001, dated 18.10.01.

○ Amended Vide Personnel Policy Circular No.13/2007(PL/RR/5(5)/923) dated 15.11.07.

◆ Amended Vide Personnel Policy Circular No.15/2007(PL/RR/5(5)/792) dated 10.12.07.

2.2[✕] DELETED

2.3[✕] DELETED

2.4[□] The employees shall not be entitled to House Rent Allowance if:

- i) he/she shares Govt./Company accommodation allotted to another employee; or
- ii) he/she resides in accommodation allotted to his/her parents/son/daughter by the Central Government, State Government, an autonomous public undertaking or semi-Government organisation such as a Municipality, Port Trust, Nationalised Banks, Life Insurance Corporation of India, etc.
- iii) his wife/her husband has been allotted accommodation at the same station by the Central Government, State Government, an autonomous public undertaking or semi-Government organisation such as Municipality, Port Trust, etc., whether he/she resides in that accommodation or he/she resides separately in accommodation rented by him/her.

"Same Station" defined - The phrase, "same station" occurring in para(iii) includes all places which are related as contiguous to the qualified city/town as stipulated under FR & SR of Central Government.

3.0 GUIDELINES REGARDING LEASE OF RESIDENTIAL ACCOMMODATION FOR EMPLOYEES:

3.1 ELIGIBILITY:

- a)• All executive employees including Management Trainees/JOs/JSOs. All Non-executive employees posted at outstation Marketing/Liaison offices.
- b) Officers on deputation to the Company, if the terms of deputation so specify.
- c) Others in respect of whom the facility of leased accommodation is provided for in the terms of appointment.

3.1.1 Lease of residential accommodation shall not be permissible:

- a) Where the Company offers residential accommodation to an executive employee.
- b) Where the executive employee owns a house in his/spouse's/family member's name within a distance of 8 Kms from the place of posting.

3.2 The lease of residential accommodation will be permissible in 'A', 'B' and 'C' Class Cities.

[✕] *Superseded vide Office Order No.PL/RR/W(01)/2001 dtd 29.09.01 & PP Circular No.5/2001, dtd 18.10.2001*

[□] *Incorporated Vide PP Circular No.3/2003, dt.13.5.03, effective from 10.5.03.*

● *Amended Vide Personnel Policy Circular No.5/97, dt.17.2.97.*

3.3❖ The ceiling rates for Company-leased accommodation w.e.f. 25.09.2001, based on the classification of various cities as per the rank and pay scale of **Executives** is given below :

Grade	'A-1' Class Cities (Rs.)	'A' Class Cities (Rs.)	'B' Class Cities (Rs.)	'C' Class Cities (Rs.)	*House Rent Recovery (Rs.)
E-0	6400	5500	3900	3300	980
E-1	7500	6400	4500	3800	1160
E-2	8200	7000	4900	4100	1320
E-3	9100	7700	5400	4600	1350
E-4	9800	8400	5900	4900	1390
E-5	11500	10100	7100	5900	1410
E-6	12000	10300	7300	6100	1430
E-7	12500	10700	7500	6300	1470
E-8	13300	11400	8000	6700	1610
E-9	15200	12900	9100	7600	1890

Note: JOs/JSOs are entitled as per E-0 grade.

* The House Rent Recovery would be as indicated above or 10% of the basic pay, whichever is less.

•Ceiling Rates of Non-executives:

RINL/VSP may take accommodation on lease in its name and allot the same to the non-executives who are posted at/ transferred to outstation Marketing/ Liaison Offices. While taking the house on lease in the name of the Company, the amount as indicated below will be borne by the Company and the rest will be recovered from the salary of the employees concerned.

Grade	'A-1' Class Cities (Rs.)	'A' Class Cities (Rs.)	'B' Class Cities (Rs.)	'C' Class Cities (Rs.)	*House Rent Recovery (Rs.)
S-1 to S-5	3340	2835	2020	1705	375/ 390/ 410/ 435/ 470
S-6 to S-10	4310	3660	2600	2200	505/ 540/ 580/ 620/ 705

NOTE❖❖:

- a) Employees may be allotted Company's flat, if available, as per eligibility. In case of executives posted at outstations, in case of non-availability of Company's flats, leased accommodation as per entitlement may be granted.

❖ *Amended vide Personal Policy Circular No. 6/2008dt 4.06.2008*

● *Amended vide PP Circular No.6/2006, dated 04.06.2008.*

❖❖ *Amended Vide Personnel Policy Circular No.15/2007(PL/RR/5(5)/792) dated 10.12.07*

- b) An employee who refuses or surrenders accommodation provided by the Company shall be eligible for HRA, provided he is staying in his own house or a rented house. No leased accommodation shall be provided in such cases.

NOTE :

- i) The ceiling rates for company-leased accommodation will be determined with reference to the grade of the employee and his/her place of posting.
- ii) On transfer to a new Headquarters an employee may retain company accommodation/company-leased accommodation or the accommodation taken on rent at the present Headquarters till the end of the school session immediately following the transfer, subject to the condition that the employee does not avail of the company accommodation/company leased accommodation or draw house rent allowance during this period, at the new Headquarters.

**A maximum of one month of overlapping period of lease/Company quarters is allowed at both stations during transit period in respect of employees on transfer from one station to another based on specific justification and recommendation of the respective HoD. These cases are processed by concerned department through Policy & Rules Section for approval of D(C) and D(P).

- iii) Deputation allowance, if any, being drawn by an executive will neither be taken into account for determining the entitlement for leased accommodation nor will it be taken into account for the purpose of recovery of rent of the leased accommodation allotted to him/her.
- a) The above limits are subject to the condition that the accommodation leased is in the name of the Company so that the accommodation can be allotted to other officers in the event of the officer to whom the accommodation is allotted vacates the leased accommodation.
- b) The company will reimburse broker's fees, stamp duty and registration charges, if any, incurred by the employee in respect of leased accommodation only once at his place of duty. If, subsequently, the employee has to vacate the accommodation either at the instance of the landlord or company, reimbursement of brokerage, stamp duty and registration charges, if any, would again be admissible. The brokerage will be payable upto a maximum of two months of ceiling rent as indicated at Para 3.3.
- c)* The company would pay advance, if required, equivalent to the rent on the basis of ceiling rates upto a maximum of six months, adjustable in not more than 12 equal monthly instalments, the first instalment of the recovery commencing from the rent for the first month of occupation of the house.
- d) The executives provided with leased accommodation would be allowed reimbursement of expenses towards repairs and maintenance upto 1/12th of the annual lease rent. The reimbursement may be claimed in the format as per the annexure.

** has been decided to stop The reimbursement of repair and maintenance (R&M) charges for leased / self leased accommodation / company owned houses provided to employees of RINL at outstations has been stopped w.e.f. 1st June,2009.

•In respect of other `A' and `B' class cities, the increase from the existing 1/12th to 1/6th of the annual lease rent towards repairs and maintenance charges would be considered depending on the cost of maintenance, etc., with concurrence of Finance and the approval of Director (Personnel). Such cases are to be routed through Policy & Rules Section of Personnel Deptt.

** *Incorporated vide IOM No.PL/RR/5(5)A/2005/512 dated 29.08.05.*

❖ *Amended vide PP Circular No. 7/98, dated 12.05.98.*

❖❖ *Amended vide Circular No.PL/RR/ 4(3)/ 4090000761, dated 16.09.09.*

● *Amended vide PP Circular No.05/2005, dated 27.04.2005.*

3.4 RETENTION OF LEASED ACCOMMODATION :

- a) Company's employees transferred within the Company or deputed to other organisation(s) may be permitted to retain company-leased accommodation at the previous Headquarters for a maximum period of two months, if they are not provided accommodation by the Unit/Organisation to which they have been transferred/deputed or do not draw house rent allowance from the new unit/organisation.
- b) Company-leased accommodation, if any, in respect of employees whose services have been terminated, or who are discharged or dismissed may continue upto the period of notice, if any, given to the employees. Where no notice is given to the employees, the company-leased accommodation may continue to be availed upto the notice period required to be given to the landlord as per the lease deed, subject to a maximum of one month. The employees would be required to deposit in advance with the Company first 10% where no notice is given to the employee.
- c) Employees retiring on superannuation including voluntary retirement may be allowed to retain company-leased accommodation for a maximum period of two months on payment of rent (as they were paying prior to superannuation) in advance to the company.
- d) In respect of employees who die while in service, their families may be permitted to retain company leased accommodation for a maximum period of two months, the rent for which would be payable to the company at the same rate at which the deceased employee was paying at the time of his demise.
- e) Employees of other organisation on deputation to the Company, on reversion to their parent organisations, may be permitted to retain Company-leased accommodation for a maximum period of two months, if they have been on deputation for more than one year and for a period of one month if their deputation period is less than one year. This is subject to their agreeing to pay to the Company 10% of pay and deputation allowance which was being drawn by them on deputation towards the house rent, the rest of the rent being borne by the Company.

3.5 HOUSE OWNED BY RELATIONS:

The Company may, for an employee, take on leased accommodation owned by relations of the employee as defined in the Conduct Rules of the Company and allot the same to the employee subject to the following conditions :

- i) The property is wholly owned by the relative and the employee has no share in its ownership.
- ii) The normal procedure, for lease is followed.
- iii) No undue advantage accrues to the relatives.
- iv) The rent is fair and reasonable.
- v) No brokerage and/or security deposit would be payable.

NOTE• : DELETED

3.6* SELF LEASED ACCOMMODATION

Employees are allowed to take their own houses on lease in case they have their own houses. Such facility will be extended to all employees, subject to other conditions as prescribed. The conditions inter-alia, include the following:

- Deleted vide approvals of CMD dated 25.04.01 and dated 06.08.01.
- ❖ Incorporated vide PP Circular No.5/97, dt.17.2.97

- i) The property is wholly owned by the employee;
- ii) The normal procedure for lease is followed;
- iii) No undue advantage accrues to the employee;
- iv) The rent is fair and reasonable;
- v) No brokerage and/or security deposit would be payable;
- vi) No accomodation has been offered by the Company; and
- vii)• DELETED

4.0 TENURE:

Company reserves the right to alter, amend, modify and cancel the above rules.

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● Deleted vide Cir No PL/RR/5(5)A/ 4090000761,dated 16.09.09

**(CLAIM FOR REIMBURSEMENT OF EXPENDITURE ON REPAIRS AND MAINTENANCE
OF COMPANY LEASED ACCOMMODATION (INCLUDING SELF/RELATION LEASE))**

DELETED