



Date: 25/06/2024

No. 615/DGM(HR)Admin OFFICE ORDER

**Sub: Licensing out of vacant, unutilized, and un-responded quarters of DVC for residential purpose of Pensioner/Superannuated "Ex, Employees" of DVC Maithon Project.**

In pursuance of Office Memorandum NoPL/ADMIN/872 Dated-19/06/2024, the DVC Maithon authority pleased to adopt licensing out of vacant, unutilized and un-responded quarters of DVC for residential purpose of Pensioner/Superannuated Group "B", "C" & "D" employees of DVC Maithon as per following terms and conditions.

**A. Eligibility Criteria:**

a) **The facility of Licensing out surplus quarters is available for only DVC's Pensioners/Superannuated employees.** Licensing out of surplus quarters cannot be granted to other Govt./CPSU employees/retirees or who were on contractual engagement of any kind of DVC at any point of time.

b) **Spouse/dependents who got the employment on compassionate grounds and have been allotted DVC's quarters and those employees who have been terminated/dismissed from the service of DVC will not be eligible for availing this scheme.**

c) Pensioners/Superannuated employees, who are having a plot/flat/house property (residential/Commercial) in their name or in their spouse's name within the 30km radius of DVC's township will not be eligible for availing the scheme.

d) **Only one quarter shall be allotted to an eligible applicant. If, both husband and wife are DVC's Pensioners/Superannuated employees, then only one application will be considered.**

**B. Duration of License:**

**Allotment shall be done initially for a period of 11 (eleven) months with a renewal option for the same time frame. However, a maximum of three times renewal shall be allowed.**

**C. Rate of Application Fee & Security Deposit:**

a) **Processing Fee: Rs. 5000/- (Non-refundable).**

b) **Security Deposit: Rs. 1,00,000/- for displaced category and Rs. 2,00,000/- for other categories.** It will not accrue any interest and on vacation of licensed accommodation by the licensee, security deposit shall be refunded after deducting/adjustment of outstanding estate dues and loss/damage of DVC's property, if any. The same needs to be extended during the renewal after every 11 months interval.

**D. Rete of License Fee/Monthly charges/Rent/other charges:**

a) The licensee shall have to pay License Fee/monthly charges/rent as per **Office memorandum No-Director(E,L&R)/Quarter-lease/Ex-Employees/932datd 15/08/2023.** for licensing out surplus quarters of Maithon project.

b) **However, the licensee fee, shall be revised at the time of renewal of agreement and this revision of fee shall be @7% over and above of the last fees/charges paid.** At the time of renewal, DVC will be at the liberty to impose any other terms and conditions as deemed fit.

c) Electricity shall be availed only through prepaid meters. In case of absence/malfunction of prepaid-energy meter, licensee shall intimate the electrical wing (Camp Power House) for rectification/installation and during such period, standard units as decided by Estate Section shall be applicable as notified by DVC from time to time.

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d) GST/applicable taxes are to be borne by the licensee at the applicable rates.

e) The license fee/monthly charges/rent and /or any other dues accrued for allotment of quarter will be deducted by DVC from the pension of the pensioners/contributed by superannuated ex-employees of DVC. The licensee will submit his/her consent in this regard.

**E. Maintenance of accommodation:**

a) The quarter shall be handed over in existing condition only, after signing of leave and license agreement and submission of requisite Security Deposit. All repairs/renovation works to make the quarter habitable have to be undertaken by licensee at his/her own cost. Moreover, no request for change of quarter shall be entertained.

b) No repair/modification involving structural changes shall be allowed to be done by the licensee in the premises. In case some structural change is felt necessary to put the quarter to use, the same shall be carried out by the licensee after obtaining necessary permission from DVC and under supervision and directions of colony civil wing of DVC.

c) Only minimum maintenance by providing labour connected with water supply, sanitation work outside the quarter premises will be done by DVC. Any material replacement must be borne by the licensee himself/herself. All repairs including painting etc. shall be done by the licensee and DVC shall not bear any cost whatsoever.

**F. Other terms & Conditions:**

a) Licensee will not (i) share the premises (ii) add and/or alter the premises without prior approval of the Corporation.

b) No sub-letting of rented-out accommodation shall be allowed. The licensee shall be bound by all the Rules and Regulations which are applicable for allotment of DVC staff quarters. The license will be liable to be cancelled in case any misuse or breach of license/allotment conditions comes to the notice of DVC. Moreover, unauthorized construction in occupied quarters shall not be considered for allotment on license and if such cases come to the notice of DVC, the leave and license agreement will stand cancelled, and fifteen days' notice shall be issued to vacate the accommodation.

c) The licensee shall not derive any financial benefit in lieu of this allotment. If at any stage, it is found that licensee is deriving any financial benefit, the allotment shall be cancelled with fifteen days' notice to vacate the accommodation.

d) The licensee to whom such vacant accommodation is licensed out, shall be responsible for all the acts and/or omissions/commissions of his/her family members/relatives. Any illegal activity or any nuisance to neighbours may render him/her ineligible for allotment and may lead to termination of license at the discretion of Project Head of that concerned project of DVC, without prejudice to any other action as deemed fit by DVC.

e) In case the licensee wishes to leave the premises prematurely before expiry of license period, the licensee shall inform in writing one month in advance to the concerned Estate Section. Subsequently, Security Deposit shall be released after vacation of quarter and after adjustment of estate dues.

f) If the accommodation is not vacated by the last day of license period, it will be deemed to be under authorized occupation of the licensee from the next day after the expiry of license period.

g) If the rent or any other dues remain unpaid up to 15 days from the due date (the last date of every month) of payment, an interest at the rate of 12% per annum for the period of delay calculated on daily basis shall be charged. Such interest shall be compounded monthly. If the rent or any other dues remain unpaid up to 45 days from the due date of payment, the accommodation will be deemed to be under unauthorized occupation of the licensee from the original due date of payment. In such a situation, the case has to be filed under the appropriate section of PP Act 1971 before Estate Court.



h) In all cases of 'unauthorized occupation' of accommodation, the licensee shall be liable to pay damages per month at the following rates:

i) Twice the normal rent of such accommodation for the first 4 months of unauthorized occupation.

ii) Four times the normal rent for such accommodation thereafter.

i) Interest @ 12% per annum (to be compounded monthly) shall also be charged on the due amount. This shall be without prejudice to other actions for eviction, disconnection of utility connections, etc. to be taken by the DVC. Any amount remaining due even after adjusting the security deposit shall be recovered from the pension of the licensee or through payment from superannuated employees (under NPS/CPF) and/or through all available means including legal action such as filing of money suit etc.

**G. Application procedure:**

a) Identification of un-responded and surplus quarters available in old projects of DVC.

b) Applications are to be invited for allotment of such quarters on license basis. All the above-mentioned clauses also need to be incorporated in the notice.

c) Eligible and interested former employees may apply as per the format as **Annexure-B** on a payment of Rs. 5000/- (non-refundable) as processing fee (directly to the DVC account of concerned Project in online mode or through Demand Draft to the concerned Accounts Section) and attach a copy of Aadhar Card, consent for deduction/payment of license fee as well as electricity charges (**Annexure-C**), notarized affidavit regarding certification that they are not having any plot/flat/house property (Residential/Commercial) in their name or in their spouse's name within the 30km radius of the concerned DVC's township (**Annexure-D**) and estate dues clearance certificate from the Estate Section of concerned Project (**Annexure-E**).

d) Only one application from the eligible applicant shall be entertained. If both husband and wife are DVC's Pensioners/Superannuated employees, then also only one applicable will be allowable. Licensing out of surplus quarters cannot be granted to the family pensioners/spouse of the DVC Pensioners/Superannuated employees. **Moreover, in case of death of any licensee, his/her spouse only shall be allowed to stay in the allotted quarter for that term of license only.** Further, if any criminal proceeding and/or disciplinary proceeding is ongoing against any DVC Pensioner/Superannuated employee or he/she got re-employment in any organization, he/she shall not be eligible for this quarter licensing out scheme.

e) Concerned Estate Section will communicate the details of payment of the processing fee to the concerned Accounts Section for preparation of voucher.


f) After the application submission due date, all the applications will be scrutinized. In the case of multiple applicants for a particular quarter, allotment through lottery system shall be adopted.

g) List of allottees, and the details of the quarter allotted to them shall be displayed on the Notice board of the concerned Project.

h) The provisional allotment orders (**Annexure -F**) shall also be dispatched by registered post to the allottees, at the correspondence address given by the applicant in the application form.

i) On receipt of the provisional allotment order, the allottees must submit their acceptance (**Annexure-G**) within 05 (five) days from the date of receipt of the provisional allotment order. Thereafter the allotment order shall be treated as deemed cancelled.

j) **Subsequently, Security Deposit (SD) amounting to Rs. 1,00,000/- for displaced category and Rs. 2,00,000/- for other categories shall have to be deposited by the allottees directly to the DVC account of Maithon Project in online mode or through Demand Draft to the Maithon Accounts Office within 07(seven) days from the submission of acceptance of the provisional order.** In case of non-payment of the SD and the other charges within the stipulated time, they may not be considered for allotment of a quarter.

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k) After deposition of the requisite SD, applicant has to submit the compliance letter **[Annexure-H]** regarding their compliance of all formalities.

l) Concerned Estate Section will communicate the details of payment of SD to the concerned Accounts Section for preparation of voucher.

m) On fulfillment of the above, concerned Estate Section will issue the final allotment letter **(Annexure -I)** and be dispatched by registered/speed post to the licensee, at the correspondence address given in the application form.

n) The licensee on receiving the final allotment letter will submit two copies of the licensing agreement at the concerned Estate Section within 7 (Seven) days of receiving the allotment order. The lease and license agreement will have to made on a nonjudicial stamp paper of Rs. 100/- denomination. Sample license agreement is attached as **Annexure-J**.

o) Concerned Estate Section will prepare a modality for realization of license fee/monthly rent, electricity & water bill, common service charges, maintenance etc. in consultation with concerned Accounts/Finance Department so that timely realization of the same may be done.

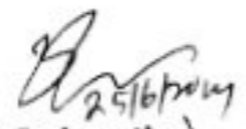
p) **The application Form for leasing out DVC quarters will be available from 26/06/2024(Except DVCHolidays and Sunday) from the Office of the Estate Officer, DVC, Maithon.**

q) **The last date of submission of application on 25/07/2024 at Estate Office, DVC, Maithon.**

r) **In case of any discrepancy of terms and conditions mentioned in this notification vis-à-vis the Office Memorandum No PL/ADMIN/872 Dated-19/06/2024 the terms and conditions mentioned in the Office memorandum vide No.PL/ADMIN/872 Dated-19/06/2024 will prevail.**

This issues with the approval of the competent authority.

**(Hindi version will follow).**

  
**(Anup Purkayastha)**  
**Dy.G.M.( HR),Admin**  
**DVC, Maithon**

**Distribution:**

1. The Sr. General Manager, CSO, DVC, Maithon.
2. The Sr. General Manager, ALDC, DVC, Maithon.
3. The Sr. General Manager C&M, DVC, Maithon.
4. The Chief Medical Officer, B.P.Neyogi Hospital, DVC, Maithon.
5. The Sr. General Manager (Civil), DVC, Maithon.
6. The Sr. General Manager (Civil) T&D, DVC, Maithon.
7. The General Manager QC&I, DVC, Maithon.
8. The Dy. General Manager, Unified Store, DVC, Maithon
9. The Dy. General Manager (M) Maithon Hydel Station , DVC, Maithon.
10. The Sr. Manager (Finance), DVC, Maithon.
11. The Sr. Manager (Civil), Circle-II, DVC, Maithon.
12. The Sr. Manager (Vigilance), DVC, Maithon.
13. The Manager (CSR), DVC, Maithon.

**Copy to:**

1. The Addl. Secretary, DVC, DVC Towers, VIP Road, Kolkata-54
2. The Executive Director(Civil) & HoP, DVC, Maithon.
3. The Executive Director (HR), DVC, DVC Towers, VIP Road, Kolkata-54
4. The Director (Estate, Land & Rehabilitation), DVC, DVC Towers, VIP Road, Kolkata54
5. The Dy. General Manager (Admin), DVC, Maithon.
6. Notice Board
7. Pensioners samaj
8. Pensioners forum.
9. Unit Secretaries of all registered Unions and recognized union, DVC, Maithon.
10. Notice Board.
11. Office copy.

