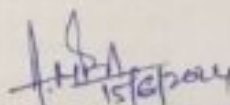


Maintenance of accommodation:

- 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.

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/ omissions/ commissions of his/ her family members/ relatives. Any illegal activity or any nuisance to neighbors may render him/ her ineligible for allotment and may lead to termination of license at the discretion of Project Head of DVC, BTPS, 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 unauthorized 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 30 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 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 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 DVC. Any amount remaining due even after adjusting the security deposit shall be recovered from 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.


Sr. General Manager & Project I
DVC, BTPS

Intimations:

- The Executive Director (HR), DVC, Kolkata.
- The Sr. General Manager (FGD), DVC, BTPS.
- The General Manager (O&M), DVC, BTPS.
- The Dy. General Manager (Admn.), DVC, BTPS.
- The Dy. General Manager (Civil), DVC, BTPS.
- The Sr. Manager (Finance), DVC, BTPS.
- The Manager (HR), DVC, BTPS.
- The Secretary, Housing Committee, HR Dept., DVC, BTPS
- The Estate Officer, DVC, BTPS.
- The Secretary, All trade Unions & Associations.
- The Secretary, Pensioner Samaj/Pensioner Association, DVC, BTPS.
- All Notice Boards.