

# West Bengal Police Housing & Infrastructure Development Corporation Limited

(Formerly: West Bengal State Police Housing Corporation Limited)

(CIN: U70109WB1993SGC058358)

'Araksha Bhawan' (3<sup>rd</sup> Floor), Block-DJ, Sector-II, Salt Lake City, Kolkata-700 091



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## OFFICE ORDER

No. 08/2024

May 20, 2024

### Guidelines regarding allotment of quarters in different zones of WBPH & IDCL.

West Bengal Police Housing & Infrastructure Development Corporation Limited (WBPH & IDCL) has developed/ built up some buildings consisting of sets of quarters to accommodate its Zonal/ Local/ Site Offices and also to provide rent free accommodation to the officers of this Corporation in the rank of Executive Engineer/ Assistant Engineer/ Sub-Assistant Engineer posted at the concerned Zone/ Local/ Site Offices for residential purpose, subject to the following terms & conditions:-

1. After joining a Zonal/ Local/ Site Offices of this Corporation on transfer/ posting an officer of the rank as mentioned above, if desires to be allotted a unit of quarters in the concerned zone, will have to apply addressing Chief Personnel & Administrative Officer (CP & AO) of WBPH & IDCL through proper channel for the same.
2. The Assistant Chief Engineer in charge of the concerned zone will forward the applications of Executive Engineers and the Executive Engineer of the concerned zone will forward the applications of the Assistant Engineers and Sub-Assistant Engineers along with his comment regarding vacancy position, condition of the quarters etc.
3. Considering the necessity of the applicant the Chief Engineer (Civil) of WBPH & IDCL will forward the application with his comment/ recommendation to the Chief Personnel & Administrative Officer.
4. Chief Personnel & Administrative Officer will finally allot the quarters considering the necessity as well as the availability of the same.
5. Allotment of quarters shall be done by the Administrative Department of WBPH & IDCL and the said Department will maintain a register in this regard.
6. The allottee must vacate the quarters without fail within the admissible period of two (02) months in the event of transfer etc. and hand over the key of the said quarters to the concerned Executive Engineer or the Officer-in-charge of the concerned zone as well as surrender the electric meter used by him/ her to the issuing authority.
7. If the allottee occupies the quarters beyond the admissible period of two (02) months for the reason whatsoever, he/ she will have to bear penal rent at the rate to be decided by the competent authority.
8. If the Competent Authority considers that any allottee occupies the quarters unauthorisedly the said allottee will be issued two (02) subsequent reminders at an interval of fifteen (15) days to vacate the quarters. In spite of that, if the concerned allottee fails to vacate the quarters the Competent Authority will take appropriate action against the concerned allottee for eviction.
9. Each unit of quarters will have individual electric meter.
10. Concerned Executive Engineer will act as overall in-charge of the quarters under his Zone. He will be the custodian of the Keys of the quarters. At the time of taking possession / vacating the quarters, the allottee will take/ hand over the key, as the case may be, from or to the concerned Executive Engineer respectively.
11. The concerned Executive Engineer will maintain the record of stock as well as condition of the quarters. He will maintain a register and keep the particulars of the allottee immediately on receiving the allotment order. On transfer of an allottee the concerned Executive Engineer/ Assistant Chief Engineer, as the case may be, will ensure whether up-to-date payment of electricity bill is made by the concerned transferee before his release.
12. A complete inventory of the various items including lighting and fixture will be signed by the allottee both at the time of occupation and vacation of the quarters.
13. All furniture and fixture in the rooms allotted will have to be taken care of properly. The allottee will have to pay the existing market price of any item found missing as also pay the charge of repair of any item found to have been damaged from/ in his/ her room.

14. No addition/ alteration within the quarters will be allowed without the prior permission/ approval of the competent authority.
15. The quarters cannot be subject to use for any other purpose other than living by the allottee and the bonafied members of his/ her family.
16. No portion of the quarters shall be given by the allottee to his/ her friends/ relatives/ any other person (s) who is/ are not dependents on him/ her to stay in the quarters allotted to him/ her for a period exceeding 2 weeks. Such stay beyond the stipulated period shall have special permission from the competent authority.
17. Subletting of the allotted quarters is strictly prohibited.
18. The areas for common use e.g., passage/ space/ corridors etc. cannot be encroached by the allottee to avoid inconvenience of the occupier (s) of other quarters.
19. No wet clothes will be allowed to be dried in common corridors/ balconies.
20. Any kind of Pets cannot be kept in the quarters without the prior permission of the Competent Authority. If permitted, the Pet (s) will have to be vaccinated positively in proper manner.
21. In case of resignation of an allottee the concerned Executive Engineer/ Assistant Chief Engineer, as the case may be, will forward the letter of resignation with a note as to whether up-to-date payment of electricity bill is made or not by the concerned resignee and if not, the amount due thereof.
22. An allottee will have the option to vacate the accommodation any time on giving one (01) month's notice prior to vacating the quarters.
23. Any activity against the cleanliness will have to be brought by the Executive Engineer to the notice of competent authority.
24. The Competent Authority will take suitable steps, as per law, including termination of the occupancy in case of violation of any of the terms & conditions mentioned herein.
25. The charge of the Competent Authority, mentioned above, will be vested upon the Chairman and Managing Director/ Managing Director of this Corporation.

Executive Engineer (Electrical - I) & Executive Engineer (Electrical -II) of WBPH & IDCL, as the case may be, will arrange for installation of Electric Meter for the use of each of the Zonal/ Local/ Site Offices under their jurisdictions.

The allottee of each residential quarters will apply for installation of individual meter for the quarters allotted to him/ her.

Cost for installation of Electric Meters and depositing Security Money as well as cost for monthly consumption of electricity in respect of the Zonal/ Local/ Site Offices will be borne by WBPH & IDCL and that of residential quarters will be borne by the respective allottee.

  
 Chief Personnel & Administrative Officer  
 West Bengal Police Housing &

Infrastructure Development Corporation Limited  
 Chief Personnel & Administrative Officer  
 West Bengal Police Housing & Infrastructure Development Corp. Ltd  
 May 20, 2024

Memo No: ADMN/ OFF. ORD./ 8016/ 2024/ 547 (08)

Copy forwarded for information and taking necessary action to:

1. The General Manager (In the rank of DIG of Police), W.B.P.H. & I.D.C. Ltd.,
2. The Chief Engineer (Civil), W.B.P.H. & I.D.C. Ltd.,
3. The Financial Advisor & Chief Accounts Officer, W.B.P.H. & I.D.C. Ltd.,
4. The Assistant Chief Engineers (Civil), R - I/ II, W.B.P.H. & I.D.C. Ltd.,
5. The Company Secretary, W.B.P.H. & I.D.C. Ltd.,
6. All Executive Engineers, W.B.P.H. & I.D.C. Ltd.,
7. The Assistant Engineer (System), W.B.P.H. & I.D.C. Ltd. for uploading on the website.
8. Office copy.

  
 Chief Personnel & Administrative Officer  
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