

**CENTRAL PLANTATION CROPS RESEARCH INSTITUTE**  
(Indian Council of Agricultural Research)  
**Kasaragod – 671 124, Kerala**

**CPCRI ( Allotment of Residences) Rules, 2014**

**RULE - 1 :-** Short title, application and commencement.

1. These rules may be called the CPCRI (Allotment of Residences) Rules, 2014.
2. They shall apply to the residential quarters in Kasaragod and its Regional Stations & Research Centers.
3. They shall come into force on the date of their final circulation.

**RULE - 2 :-** Definition: In these rules, unless the context otherwise requires.

- a) Allotment means the grant of a license to occupy the residence in accordance with the provisions of these rules.
- b) Allotment committee means the committee comprising the following official.

1. Director, CPCRI or his nominee as Chairman	:Chairman
2. One Head of Division nominated by the Director	: Member
3. Officer In Charge (Maintenance)	: Member
4. A representative from SC/ST staff	: Member
5. A representative from women staff	: Member
6. Chief Adm. Officer	: Member Secretary

A committee on the same pattern may be constituted for Regional Stations/ Research Centers.

- c) Allotment year means the year beginning on 1<sup>st</sup> January of every year or such other period as may be notified by the Director.
- d) Director means the Director of CPCRI, Kasaragod.
- e) Member Secretary means the Head of the Office of the institute or any other officer authorized to act on his behalf.
- f) Eligible office means the office of the CPCRI Headquarters its Regional Stations/ Research Centre the staff of which are eligible for accommodation under these rules.
- g) Emoluments means the emoluments as defined in rule 9 (21) (1) (1) of the FR but excluding the compensatory allowance.
- h) Family means the wife or husband, as the case may be and children, step children, legally adopted children, parents brothers or sisters as ordinarily reside with and are dependent on the officer.
- i) Institute means the CPCRI Kasaragod and its Regional Stations/ Research Centre.

- j) Licence fee means the sum of money payable monthly in accordance with the provisions of the FR in respect of a residence allotted under these rules.
- k) Priority Date of an officer in relation to a type of residence to which he is eligible under the provision of Rule – 5 of these rules, means the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in a post under the Central/State Govt./ University/Scientific organization/ Autonomous organization, or on foreign Service, except for period of leave, In respect of Type – V and above accommodation and the date from which he has been continuously in service under the Central Govt. or State Govt./ University/Scientific organization/ autonomous organization including the period of deputation, foreign service, training, study leave etc. in respect of Type – 1 to Type – IV accommodation.

PROVIDED that where the priority date of two or more officers is the same, seniority among them shall be determined by the emoluments, the officer in receipt of higher emoluments taking precedence over the officer in receipt of lower emoluments; where the emoluments are equal, by the length of service and where both the emoluments and length of service are equal, on the basis of the scale of pay of the officer, the officer working in a post having higher scale of pay taking precedence over the officer in receipt of lower scale of pay.

- l) Residence means any residence for the time being under the administrative control of the CPCRI
- m) Subletting includes sharing of accommodation by an allottee with another person with or without payment of license fee by such other person  
Explanation: Any sharing of accommodation by an allottee with close relations/first of kin shall not be deemed to be subletting.
- n) Transfer means a transfer from the Institute on deputation to a post in an ineligible office or organization and also inter-institutional transfer.
- o) Temporary transfer means a transfer which involves an absence for a period of not exceeding six months.
- p) Type in relation to an officer means the type of residence to which he shall be eligible under rules – 5.

RULE – 3 :- Officers owning houses at or near stations of their posting shall be eligible for allotment of residence under these rules in order of their date of priority. The matter relating to the recovery of the License fee from house owning officers shall be determined in accordance with the orders issued by the Government of India in this behalf.

RULE – 4 :- Allotment to husband and wife, eligibility in cases of officers who are married to each other.

1. Where both husband and wife are employed under the Institute the title of each of the two officers to allotment of residence under these rules shall be considered independently.
2. No officer shall be allotted a residence under these rules if the wife or the husband, as the case may be of the officer has already been allotted a residence, unless such residence is surrendered.
3. Where two officers in occupation of separate residence allotted under these rules marry each other, they shall within one month of the marriage surrender one of the residence.
4. If a residence is not surrendered as required by sub-rule (2), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period.
5. Notwithstanding anything contained in sub-rules (1) to (4)
  - a) If a wife or husband, as the case may be, who is an allottee of a residence under these rules, is subsequently allotted a residential accommodation at the same station, from the pool to which these rules do not apply, she or he, as the case may be shall surrender any one of these residence within one month of such allotment, provided that this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court.
  - b) Where two officers, in occupation of separate residence at the same station be allotted under these rules and another from a pool to which these rules do not apply, marry each other, any one of them shall surrender any one of the residence within one month of such marriage.
  - c) If a residence is not surrendered as required under clause (a) or (b) as the case may be; the allotment of the residence made under these rules shall be deemed to have been cancelled on the expiry of such period.

**RULE – 5 :- Classification of residences.**

- (1) Save as otherwise provided in these rules, an officer shall be eligible for allotment of a residence of the type shown in the table below

Type of residence	Category of officers on his monthly G.P as on the 1 <sup>st</sup> day of allotment year in which the allotment is made
I	1300/-
II	1900 – 2800/-
III	4200 – 4800/-
IV	5400 – 6600/-
V	7600/- onwards

## RULES – 6

### Application of allotments

- 1) Every officer in occupation of accommodation under rules shall submit his/her application in such form and manner and by such date as may be specified by the Director in this behalf.
- 2) In case of officers not in occupation of accommodation under these rules the Director shall invite application in such form and manner and before such date as may be specified by him.
- 3) An officer joining duty in the Institute on first appointment or on transfer may submit his/her application to the Director within a month of his/her joining duty.
- 4) Application received under sub-rule (3) on or before the 20<sup>th</sup> day of a calendar month shall alone be considered for allotment in the succeeding month.

### RULE – 7 :- Allotment of residence offers.

- 1) Save as otherwise provided in these rules, a residence on falling vacant shall be allotted by the Director, having the earliest priority date for that type of residence subject to following conditions.
  - i) that the Director shall not allot a residence of type higher than that to what the applicant is eligible under rule 5.
  - ii) that the Director shall not compel any application to accept a residence of a lower type than that to what he is eligible under rule 5.
  - iii) that the Director on request from an applicant for allotment of a lower category residence, might allot to him/her a residence next below the type for which the applicant is eligible under rule 5 on the basis of his/her priority date for the same.
- 2) The Director may cancel the existing allotment of an officer and allot to him/her an alternative residence of the same type or in emergent circumstances, an alternative residence of the type next below the type of the residence in occupation of the officer is the residence in occupation of the officer is required to be vacated

- 3) A vacant residence may, in addition to allotment to an officer under sub rule (1) be offered simultaneously to another eligible officers in order of their priority dates.
- 4) An applicant having the earliest priority date may not be considered if he has give preference for a particular residence, which is not available for allotment.

RULES – 8 :- ICAR headquarter ( Allotment of Residence ) Rules 1981 Deleted.

RULES – 9 :- Allotment of accommodation to those belonging to SC and ST Communities.

10% of the vacancies in types I and II and 5% vacancies in type III and IV shall be allotted to those belonging SC and ST communities in the ratio of 2:1 to the SC and ST employees respectively.

RULES – 10 :- Reservation of Quarters.

- 1) The institute may reserve accommodation for such persons as are required for proper upkeep of quarter, or who may be required to attend official duties at odd hours or to officers appointed to managerial positions to tenure basis. The permissible period for retention of residence of a reserved quarter on demitting the office for which a residence is earmarked shall be two months on expiry of which the officer shall vacate the residence.
- 2) Officers who shall be entitled to the particular reserved houses in accordance with these rules. may be given first priority for allotment of residence in the categories to which they are entitled and may be allowed to occupy the house earmarked for them.
- 3) The occupants of reserved houses shall be required to vacate residence on transfer, promotion or reversion or appointment to the posts with which no houses are attached. Alternative accommodation, the category to which the incumbent becomes entitled on transfer, appointment, promotion or reversion, may be allotted to him/her if available. Otherwise allotment may be made to him/her in the next below category giving him/her over riding priority in both the categories provided he/she has been in authorized occupation of reserved houses for less than two years.
- 4) Residence of the type eligible will be reserved for the following officials of the Institute.
  - A. Headquarters
    1. Director
    2. Chief Administrative Officer
    3. Sr. Finance & Account officer/ Finance Account Officer

4. Senior technical officer i/c farm,
5. Technician (Electrical)
6. Tech Asst. (Meteorology)
7. Tech. Asst. (Agrostology)
8. Supp. Staff. (Agrostology)
9. Driver ( Staff car)
10. Drive (seniority basis)
11. Principal ( Central School)
12. Program coordinator KVK

Institute may also allot a total 15% of the types III & II, 10% of type IV quarter and one type five quarter to the staff of central school.

Type V – 1 ( Principal only)

IV – 2

III - 4

II - 3

**B) Regional Stations.**

1. Head, RS
2. Asst. Adm. Officer & AFAO
3. Tech. Asst. (Electrical)
4. Tech. Officer (Farm)
5. Driver – 1

**C) Regional Centres.**

1. Scientist – in – charge
2. Senior most Admn. staff
3. Driver
4. Tech. officer (Farm) I/c

**RULE – 11 :- ICAR Headquarters ( Allotment of Residences ) Rules 1981 Deleted.**

**RULE – 12 :- Non acceptance of allotment or offer of failure to occupy the allotted residence after acceptance.**

1. If any officer fails to accept the allotment of residence within five days or fails to take possession of the residence after acceptance within eight days from the date of issue of the letter of allotment, he/she shall not be eligible for another allotment, for a period of one year from the date of allotment letter.
2. If an officer occupying a lower type of residence is allotted or offered a residence of the type for which he/she shall be eligible under rule 5 or for which he/she has applied under clause (iii) of sub rule (1) of rule 7 he/she may, on refusal of the said allotment or offer of allotment be permitted to continue in the previously allotted residence on the following condition namely:

- a) that such an officer shall not be eligible for another allotment for the remaining period of allotment year in which he/she has declined the allotment or offer for the higher class of accommodation
- b) that while retaining the existing residence he/she shall be charged the same licence fee for which he/she would have had to pay under FR 45A in respect of the residence so allotted or offered or the licence payable in respect of higher. If an officer occupying a lower type of residence has given his/her option in his/her application made under Rule 6 to retain the said residence the provision contained in this clause shall not apply to him/ her during the period, for which such option has been given.

**RULE – 13 :- Period for which allotment subsists and the concessional period for further retention.**

- 1) An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until:
  - a) the expiry of the concessional period permissible under sub clause (2) after the officer ceases to be on duty in the Institute  
or
  - b) it is cancelled by the Director or is deemed to have been cancelled under provision in these rules  
or
  - c) it is surrendered by the officer, or
  - d) the officer ceases to occupy the residence.
- 2) A residence allotted to an officer may be subjected to sub rule (3) be retained on the happening of any of the events specified in Column (1) of the table below for the period specified in corresponding entry in Column (2) therefore, provided that the residence is required for the bonafide use of the officer or members of his family .

Sl No	Events	Permissible period for retention of residence
1.	Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission.	1 months
2.	Retirement or Terminal leave	4 months
3.	Death of the allottee	2 years
4.	Transfers to place outside headquarters	2 months
5	Transfer to an in eligible office	2 months
6.	On proceeding of foreign service in	2 months

	India	
7.	Temporary transfer in India or transfer to a place outside India	4 months
8.	Leave preparatory to retirement or refused leave, terminal leave, medical, leave or study leave.	for the period of leave but not exceeding four month
9.	Leave preparatory to retirement or refused leave granted under F.R.86 or earned leave granted to employees of the council who retired under FR 56	For the full period of leave on full average pay subject to maximum of 180 days in case of leave preparatory to retirement or four months in other cases inclusive of the period permissible in case of retirement.
10	Study leave or deputation outside India	For entire period of study leave if the same has been duly approved in public interest by the council
11.	Study leave in India	-do-
12.	Leave on medical grounds	for full period of leave
13.	On proceeding on training	For full period of training, provided it is sponsored by the Council/ Institute
14.	Maternity leave	For the period of maternity leave plus the leave granted in continuation subject to a maximum of 5 months

Explanation:- 1) Where an officer on transfer of foreign service in India is sanctioned leave and avails of it before joining duty at the new officer, he may be permitted to retain the residence for the period mentioned against (iv) & (vi) or for the period of leave, which ever is more.

Explanation:- 2) Where an order of transfer on foreign service in India is issued to an officer while he/she is all ready on leave, the

period permissible under explanation (1) shall count from the date of issue of such order.

- 3) Where a residence is retained under sub rule (2) the allotment shall be deemed to be cancelled on the expiry of the admissible concessional period unless immediately on the expiry thereof the officer resumes duty at the Institute.
- 4) Where an officer is on medical leave without pay and allowance he/she may retain his/her residence by virtue of the concession available under (xii) of the table above sub rule (2) provided he/she remits the licence fee for such residence in cash every month and where he/she fails to remit such licence fee for more than two months, the allotment shall stand cancelled.
- 5) An officer who has retained the residence by virtue of the concession under item (i) or item (ii) of the table above under sub rule (2) shall, on reemployment in the Institute within the period specified in the said table, be entitled to retain that residence and he/she shall also be eligible for any further allotment of residence under these rules. Provided that if the emoluments of the officer on such re-employment do not entitle him to the type of residence occupied by him/her, he/she shall be allotted a lower type of residence.
- 6) Not with standing any thing contained in sub-rule(2) or sub-rule(3) or sub-rule(5), when an officer is removed or his/her services have been terminated and the Director is satisfied, for reasons to be recorded in writing that it is necessary or expedient in the Institute's interest to do so, he may cancel the allotment of the residence made to such officer either forthwith or with effect from such date prior to the expiry of the period of one month referred to in item (1) of the table above sub-rule (2) as he may specify.

**RULE – 14 :- Provisions relating to licence fee.**

- 1) Where an allotment of accommodation or alternative accommodation has been accepted the liability for licence fee shall commence from the date of occupation or from the eight day of the date of issue of the allotment letter, whichever is earlier. An officer who, after acceptance, fails to take possession of that accommodation within eight days from the date of issue of the allotment letter, shall be charged licence fee from such date up to a period of twelve days.
- 2) Where an officer, who is in occupation of residence, is allotted another residence and he/she occupies the new residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of

the new residence or twenty whichever is earlier. He/she may, however, retain the former residence without payment of licence fee for the day and the subsequent day for shifting.

**RULE – 15 :- Personal liability of the officer for payment of licence fee till the residence is vacated and furnishing of surety by temporary officer.**

- 1) The officer to whom a residence has been allotted shall be personally liable for the licence fee thereof and for any damage beyond fair wear and tear caused there to or to the furniture, fixtures of fittings or services provided therein during the period for which the residence has been and remains allotted to him/her or where the allotment has been cancelled under any of the provisions in these rules, until the residence along with the out house apartments thereof restored to the Director.
- 2) Where the officer to whom a residence has been allotted is neither a permanent or a quasi permanent employee of the institute/Council, he/she shall execute a surety bond in the form prescribed in this behalf by the Director with a surety who shall be a permanent employee of the Institute/Council the Director for due payments of licence fee and other charges due from him/her in respect of such residence and services and any other residence provided in lieu. The director is empowered to relax this provision.
- 3) If the surety ceases to be in the service of the Institute/Council or becomes insolvent or ceases to be available for any other reasons, the officer shall furnish a fresh bond executed by another surety and acceptable to the Director within thirty days from the date of his acquiring knowledge of such event of the fact and that if he/she fails to do so the allotment of the residence to him/her shall, unless otherwise decided by the Director, be deemed to have been cancelled with effect from the date of the event.

**RULE – 16 :- Surrender of an allotment and period of notice.**

- 1) An officer may, at any time, surrender an allotment by giving intimation so as to reach the Director at least ten days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the same is received by the Director, or the date specified in the letter, whichever is later. If he/she fails to give due notice, he/she shall be responsible for payment of licence fee for ten days or the number of days by which the notice given by him/her falls short of ten days provided that the Director may accept a notice for short period.
- 2) An officer who surrenders the residence under sub-rule (1)

shall not be considered again for allotment of accommodation at the Institute for a period of one year from the date of such surrender.

**RULE – 17 :- Change of residence.**

- 1) An officer to whom a residence has been allotted under these rules, may apply for a change to another residence of the type or a residence of the type to which he is eligible under Rule 5 whichever is lower, provided that not more than one change shall be allowed to any such officer in respect of one type or residence allotted to the officer.
- 2) Applications for change made in the form prescribed by the Director and received upto the 19<sup>th</sup> calendar day of the month, shall be included in the General priority list which is to be updated every month by the close of the month.
- 3) Change shall be offered in order of seniority determined in accordance with sub rule (2) and having regard to the officer's preferences, as far as possible, provided that no change of residence shall be allowed during the period of six months immediately preceding the date of superannuation.
- 4) If an officer fails to accept a change of residence offered to him within five days of the issue of such offer of allotment, he/she shall not be considered again for a change of residence of that type.
- 5) An officer who, after accepting a change of residence, fails to take possession of the same, shall be charged a licence fee for such residence in accordance with the provisions of sub-rule (1) of Rule 14 in addition to the normal licence fee under FR 45 (A) for the residence already in his possession, the allotment of which shall continue to subsist.

**RULE – 18 :- Change for residence in the event death of a member of the family.**

Notwithstanding anything contained in rule 17, and officer may be allowed a change of residence on the death of any member of his/her family if he/she applied for a change may be given in the same type of residence and on the same floor as the residence already allotted to the officer.

**RULE – 19 :- Mutual exchange of residence.**

Officers to whom residence of the same type have been allotted under these rules may apply for permission for mutual exchange of their residences. Permission of mutual exchange of their residences . Permission of mutual exchange may be granted if both the officers are reasonably expected to be on duty at the Institute and to reside in their

mutually exchanged residences for at least 6 months from the date of approval of such exchange.

**RULE – 20 :- Transfer to non family stations.**

If an officer is transferred to a station where he/she is not permitted to or advised by the Director to take his/her family with him/her and the residence allotted to him/her under these rules is required by the family for the bonafide educational needs of his/her children or for any bonafide ground he/she may be allowed, on request, to retain the residence on payment of licence fee under FR 45 (A) till the end of the current academic session of his/her children studying in the place of duty from where he/she transferred or in other cases for a maximum period of six months.

**RULES – 21 :- Maintenance of residence**

The officer to whom a residence has been allotted shall maintain the residence and premise in a clean condition to the satisfaction of the Director and such officers shall not grow any tree, shrubs or plants contrary to the instructions issued by the Director, not cut or lop off any existing trees, shrubs in any gardens, court yard or compound attached to the residence save with the prior permission in writing of the Director. Trees, plantation or vegetable grown and rearing of poultry or cattle, dog or cats in contravention of these rules may be cause to be removed at the risk and cost of the officer concerned.

**RULES – 22 :- Subletting and Sharing of residences.**

- 1) No officer shall share the residence allotted to him/her or any of the outhouses and garages apartment thereto except with the employees of the Institute eligible for allotment of residences under these rules, and with the prior permission of the Director. The servant quarters, outhouses and garages may be used for the bonafide purposes including residence of the servants of the allottee or for such purpose as may be permitted by the Director.
- 2) No officer shall sublet the whole of his/her residence provided that an officer proceeding on leave, may accommodate in the residence any other officer eligible to share accommodation, as a caretaker for the period specified in rule 10 (2) but not exceeding six months and with the prior permission of the Director.

3) An officer who shares or sublets his residence as provided under (Sub.rule (1) & (2) of this rule) or otherwise without the prior permission of the Director, shall do so at his own risk and responsibility and shall remain personally responsible for any licence fee payable in respect of the residence and for any damage caused to the residence or its precincts or services provided therein by the Institute beyond fair wear and tear. He shall also be liable for disciplinary proceedings for imposition of a suitable penalty on grounds of unbecoming conducts involving violation of Rules 3(i) (iii) of the CCS (Conduct) Rules 1964 or any other similar rule governing him.

**RULE – 23 :- Consequences of breach of rules and conditions.**

- 1) If an officer to whom a residence has been allotted unauthorisedly sublets the residence or charges rent from the sharer at a rate which the Director considers excessive or erects any unauthorised structure in any part of the residence or uses the same or any portion thereof for any purpose other than that for which it is meant or tampers with the electric water connections or commits any other breach of these rules or of the terms and conditions of allotment or premises to be used for any other purpose, which the Director considers to be improper or conducts himself in a manner which in his opinion or pre judicial to the maintenance of harmonious relation with his/her neighbours or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director may without prejudice to any other disciplinary action, that may be taken against him/her cancel the allotment of residence.

**Explanation:-**

In this sub-rule, the expression officer includes unless the context otherwise requires a member of his/her family and person claiming through the officer.

- 2) If any officer sublets a residence allotted to him/her or any portion there of or any of the out houses, garages appurtenant there to , in contravention of these rules, he/she may without prejudice to any other action that may be taken against him/her be charged enhanced licence fee not exceeding four times the standard licence fee under FR 45(A) or damages to be recovered in each case. In addition, the officer may be debarred from the sharing the residence for a specified period in future as may be decided by the Director.

- 3) Where action to cancel the allotment is taken on account of unauthorized subletting of the premises by the allottee, period of 15 days shall be allowed to the allottee and any other person residing with him/her therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of 15 days from the date of orders for the cancellation of the allotment whichever is earlier.
- 4) Where allotment of a residence is cancelled for conduct prejudicial to the maintenance of the harmonious relations with neighbours, the officer at the discretion of the Director be allowed another residence in the same class at any other place.
- 5) The Director shall be competent to take all or any of the actions under sub rule (1) to (4) and also to declare the officer, who commits a breach of these rules and instructions issued to him, to be ineligible for allotment of residential accommodation for a period not exceeding five years.

**RULE – 24 :- Overstayal in residence after cancellation of allotment.**

Where, after an allotment has been cancelled or is deemed to be cancelled under provision contained in these rules, the residence remains or has remained in occupation of the officer to whom it was allotted or of any person claim through him, such officer shall be liable to pay damage for use and occupation of the residence, services, furniture and garden charges, equal to the LICENCE FEE AT DAMAGE RATE as may be determined by the Institute from time to time. PROVIDED that an officer, in special cases, i.e. education/medical grounds, may be allowed by the Director to retain residence on payment of twice the standard licence fee under FR 45(A) or twice the FLAT RATE OF LICENCE FEE whichever is higher but not exceeding 30% of the emoluments last draw by the officer, for a period not exceeding 4 months and 6 months beyond the period permitted under Rule 13(2) (ii & iii) and other events under Rule 13 (2), respectively. Where the allotment has been cancelled and officer to whom the residence was allotted fails to vacate the premises after allowing the retention permissible under these rules, the possession of premises and outstanding dues to be recovered from him/her including the cost of litigation.

**Prior to the enforcement of these rules.**

A valid allotment of residence, which is subsisting immediately before the commencement of these rules, under the rules then in force, shall be deemed to be an allotment duly made under these rules notwithstanding that the officer to whom it has been made is not entitled

to a residence of that type under SR 317 B.5 and all the preceding provision of these rules shall apply in relation to the allotment and to that officer.

**RULE – 25 :- Interpretation of rules.**

If any question arise as to the interpretation of the rule, the decision of the Director shall be final.

**RULE – 26 :- Relaxation of rules.**

The Director may, for reasons to be recorded in writing relax all or any of the provisions of these rules in the case of any officer or residence or class of officers or type of the residences.

**RULE – 27 :- Delegation of powers of functions.**

The Director may delegate in writing any or all the powers conferred upon him by these rules to any officer under his control, subject to such conditions as he may deem fit to impose.

**RULE – 28 :- Ad-hoc allotment to the dependent employees of the Institute.**

Adhoc allotment may be made to dependents in the following cases of the Institute employees.

- 1) On death of a Institute servant who was occupying accommodation from the Institute pool and his/her dependent is an employee of the Institute and working at the Institute.
- 2) On death of the Institute servant, who was occupying General pool accommodation and his/her dependent appointed on compassionate ground at the Institute have to be considered if the same has not been considered for ad-hoc allotment from the General pool.
- 3) The Institute servant, who is an allottee of Institute pool accommodation retires from services, his/her son, unmarried daughter or wife or husband, as the case may be allotted accommodation from the Institute pool on ad-hoc basis, if the dependant had been continuously residing with the retiring institute servant for at least three years immediately proceeding the date of his/her retirement or from the date on which he has so appointed in the Institute.

Explanation:- The eligible dependant will be allotted accommodation one type below his/her entitlement provided that in no case, except otherwise specified, allotment will be made to a higher type of quarter than in occupation of the retiring/deceased Institute

employee provided further that where the eligible Institute employee is entitled to type II accommodation he/she will be allotted accommodation in type II on ad-hoc basis even if the retiring/deceased Institute employee was occupying type I accommodation.

### **CPCRI, KASARAGOD**

Endt. No.38(4)1/2014-Estate dated 25.10.2014

Copy endorsed to :

1. All member of quarter allotment committee.
2. The Head, CPCRI RS Kayangulam/Vittal/Minicoy
3. The SIC, CPCRI RC, Kidu/ Kahikuchi/ Mohitnagar
4. Shri M.P. Ramesh Kumar, T (7-8) (Library) & I/c CPCRI Website

*D-Salun*

**Administrative officer**  
प्रशासनिक अधिकारी Administrative Officer  
केंद्रीय रोपण फसल अनुसंधान संस्थान, कासरगोड  
Central Plantation Crops Research Institute, Kasaragod-671124

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*25/11/14*