

CENTRAL PULP AND PAPER RESEARCH INSTITUTE

CPPRI HOUSE ALLOTMENT RULES



**CPPRI, HIMMAT NAGAR, PAPER MILL ROAD
SAHARNPUR, UTTAR PRADESH-247001**



Central Pulp & Paper Research Institute, Saharanpur
CPPRI (Residence Allotment) Rules, 2026

INDEX

Section	Title	Page No.
1.0	Short Title, Commencement and Application	1
2.0	Definitions	1
3.0	Classification of Residence and Entitlement thereof	3
4.0	Allotment Procedure	4
5.0	Out of Turn Allotment	6
6.0	Allotment of Next Below Type or Lower Type	8
7.0	Ineligibility to CPPRI Residence	9
8.0	Change of Residence	10
9.0	Sub-letting and Sharing of Accommodation	11
10.0	Non-Acceptance of Allotment Offer or Failure to Occupy Allotted Residence after Acceptance	12
11.0	Period for which Allotment Subsists and the Concessional Period for Further Retention	13
12.0	Retention beyond Permissible period	14
13.0	Overstay in Residence after Cancellation of Allotment	14
14.0	Personal Liability of the Employee till the Residence is Vacated	15
15.0	Surrender of Allotment and Period of Notice	16
16.0	Provision Relating to Licence Fee	17
17.0	Damages for unauthorized occupation of residence	17
18.0	Undertaking from the Licencee	17

B.S. Home



CPPRI (Residence Allotment) Rules - 2026

19.0	Provision of Accommodation for Performing Marriage etc. in the Family of an Allottee	18
20.0	Consequence of Breach of Rules and Conditions	18
21.0	Maintenance of Residence	19
22.0	Reservation of Residential Accommodation to SC/ST Employees	19
23.0	Estate Officer	19
24.0	Interpretation of Rules	19
25.0	Relaxation of Rules	19
26.0	Licence Fee for Residential Accommodation of CPPRI, Colony, Saharanpur	20

BShome



Central Pulp & Paper Research Institute, Saharanpur CPPRI (Residence Allotment) Rules -2026

The CPPRI (Residence Allotment) Rules-2026 has been approved at the 48th CoA meeting held on March 14th, 2026. The Competent Authority has approved the implementation of the CPPRI (Residence Allotment) Rules -2026, with immediate effect.

These Rules are as under:

1.0 SHORT TITLE, COMMENCEMENT AND APPLICATION

- 1.1 These rules may be called "The CPPRI Residence Allotment Rules-2026". They shall come into force from the date of notification.
- 1.2 These rules shall apply for allotment of residences in Central Pulp & Paper Research Institute (CPPRI) Staff colony to the employees of CPPRI posted at Saharanpur.
- 1.3 The Director, Central Pulp & Paper Research Institute (CPPRI) may, from time to time, modify these rules which will be applicable from the dates from which the modifications are introduced or from the dates as may be specified.

2.0 DEFINITIONS:

In these rules, unless the context otherwise requires:

- (a) "INSTITUTE" means Central Pulp & Paper Research Institute (CPPRI), Saharanpur
- (b) "Allotment" means grant of licence to occupy a residence under the provisions of these rules.
- (c) "Allotment Periods" means each allotment year beginning on 1st January.
- (d) "Council" means the Council of Management of the Association (CoA).
- (e) "Institute Service" means service rendered on regular basis whether substantive or temporary in the CPPRI.
- (f) "Emoluments" mean the emoluments as defined in Fundamental Rule 9(21)(a)(i) and shall include stagnation increment and non-practicing allowance wherever applicable.

Explanation: In the case of an employee who is under suspension, the emoluments drawn by him on the first day of allotment period in which he is placed under suspension or if he was placed under suspension on the 1st day of the allotment period, the emoluments drawn by him immediately before suspension shall be taken as emoluments.



- (g) “**Family**” means employee’s wife or husband, as the case may be, and children, step-children, legally adopted children, parents, brothers and sisters as ordinarily reside with and are dependent on the employee.
- (h) “**Director**” means the Director of the Central Pulp & Paper Research Institute (CPPRI) or in his absence an officer authorized by the CoA to exercise the powers under these rules. Whenever the post of Director is vacant, the officer authorized by CoA/DPIIT, Ministry of Commerce & Industry shall be deemed to be the Head of the Institute.
- (i) “**Licence Fee**” means the sum of money payable monthly in accordance with the instructions issued by CPPRI, from time to time, in respect of a residence allotted under these rules.
- (j) (i) “**Priority Date**” of an employee in relation to a type of residence to which he is eligible under the provisions of Rule 3.1 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 CPPRI or on foreign service.

Provided that in respect of Type A to Type F residences the date from which the employee has been continuously in service under the CPPRI including the period of Foreign Service shall be his priority date for that type.

Provided further that where the priority date of two or more employees is the same, seniority among them shall be determined by the emoluments, the employee in receipt of higher emoluments taking precedence over the employee 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 employees, the employee working in a post having higher scale of pay taking precedence over the employee in lower scale of pay.

- (ii) For those who join CPPRI on foreign service terms/deputation/immediate absorption basis the service rendered by them under the State Govt., Public Sector Undertakings or other Central Govt. Departments/Organisations shall count for reckoning their priority date on their absorption in CPPRI.
- (iii) In case of re-employed personnel, the past service shall be counted for reckoning their priority date even if the employee concerned has drawn terminal benefits (like pension/gratuity etc). However, the period of break in service shall be deducted from the total of the past service for determination of date of priority.

The priority date in respect of such employee shall be the date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in his parent department and has been holding qualifying appointment except for periods of leave.

- (iv) When an employee entitled to type A to F residence starts drawing less

BShome



emoluments for a short period subsequent to the crucial date fixed for the relevant allotment period but resumes drawing the prescribed emoluments at the time of allotment, the period during which the employee had drawn lesser emoluments may be ignored and allotment made on the basis of his date of joining service. If, however, subsequent to applying for allotment, the entitlement of an employee is reduced due to reduction in pay and the employee is not entitled to the type of residence he had applied for, he may be considered for allotment of a lower type of residence, provided his date of priority for the lower type is covered.

- (k) **“Residence”** means any residence under the administrative control of CPPRI Headquarters at Saharanpur.
- (l) **“Subletting”** includes sharing of accommodation by an allottee with another person with or without payment of licence fee by such other person(s).

Explanation: sharing of accommodation by an allottee with close relations shall not be deemed to be subletting. Intimation, however, to this effect shall be given in writing to the Institute.

- (m) **“Close Relations”:**

The following are to be treated as close relations:

- i) Father, Mother, Brother, Sister, Grand father and Grand mother and Grand son and Grand daughter.
- ii) Uncle, Aunt, First cousin, Nephew, Niece, directly related by blood to allottee.
- iii) Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law.
- iv) Relationship established by legal adoption.

The concession of sharing accommodation available to the close relations as indicated above will not be admissible when relationship ceases by any order of Court or under law.

- (n) **“Temporary Transfer”** means a transfer which involves an absence for a period not exceeding six months.
- (o) **“Type of residence”** in relation to an employee means the type of residence to which he is eligible under these rules.

3.0 CLASSIFICATION OF RESIDENCE AND ENTITLEMENT THEREOF

3.1 Residences:

Save as otherwise provided by these rules, an officer will be eligible for allotment of a residence of the type shown in the table below:



Type of Residence	Emoluments/ Pay Level in the pay matrix as per 7 th CPC
A-Type	Pay Level-1, Minimum Pay Rs.18000/-
B-Type	Pay Level-2, 3, 4 and 5, Minimum Pay Rs.19,900/-
C-Type	Pay Level-6, 7 and 8, Minimum Pay Rs. 35,400/-
D-Type	Pay Level-9 and 10, Minimum Pay Rs. 53,100/-
E-Type	Pay Level- 11, 12, Minimum Pay Rs. 67,700/-
F-Type	Pay Level- 13, 13-A and above, Minimum Pay Rs.118500/-
Director Bungalow	Earmarked For Director in Pay Level-14 and above, Minimum Pay Rs.1,44,200/-

The concerned Officer must vacate the earmarked house within one month of relinquishment of the office. A person, who is allotted an earmarked residence, may be allotted another residence as per his entitlement by the House Allotment Committee (HAC) for the period of his/her entitlement after retirement. Such an allotment can be made by the HAC up to two months before the date of retirement of the concerned employee.

4.0 ALLOTMENT PROCEDURE

4.1 Constitution of Allotment Committees

The Director, CPPRI shall constitute an House Allotment Committee under the Chairmanship of a senior Scientist not below the rank of Scientist 'F' (the senior most Scientist where Scientist 'F' is not available) with Manager (Finance & Administration), Scientist E/C/B, One member from Scientific/ Technical staff (other than Group A&B) and Estate Officer as Member Secretary.

4.1.1 Functions of the Allotment Committees

The Allotment Committees shall:

- Scrutinize and certify the priority lists before notification;
- Examine all cases involving departure from the normal Allotment Rules; and
- Consider any other matter referred to allotment of residences referred to by the

BShome



Director and give its recommendations. The decision taken by Director CPPRI shall be final and binding

4.1.2 Tenure of the Allotment Committees

The tenure of the Allotment Committees shall be two years from the date of notification. Except ex-officio members, the term of the members of the Allotment Committee including the Chairman shall not be more than two years from the date of the said notification. No member including Chairman can serve more than two consecutive terms without break.

4.2 Application for Allotment

Every officer on joining duty in CPPRI on first appointment or on transfer/ deputation may make an application to the Estate Officer for allotment of accommodation to which he/she is eligible under these rules and the entitled type of accommodation shall be offered as per the priority in accordance with these rules having regard to the allottee's preference.

No application shall be entertained for accommodation within six months of the date of superannuation.

- 4.2.1** The applicant shall furnish various particulars in form specified by the Estate Officer which shall be verified by the office and in case of any discrepancy in the application, the applicant shall be liable for furnishing of incorrect information and disciplinary action shall be taken against him/her including cancellation of allotment of accommodation if allotment has been made based on incorrect information.

For each type of residence separate priority list shall be drawn on the basis of the priority date of the applicants as on the first day of the Allotment period. The priority lists so drawn and certified by the Allotment Committee shall be displayed at appropriate places in the Institute.

- 4.3** Before allotment of quarter, Engineering & Maintenance Division has to certify that the residence/ Quarter is complete in all respect including white wash and normal maintenance repair work. After that the residence will be considered for allotment by House Allotment Committee even in case of change of residence.
- 4.4** Save as otherwise provided in these rules, the residences shall be allotted by the Estate Officer in accordance with the priority lists certified by the House Allotment Committee and application for allotment by Employee.
- 4.5** A higher type of accommodation maybe allotted to an employee at his request as a purely temporary measure, in case all the employees entitled to that type of accommodation have been provided with residence subject to the condition that the employee (such allottee) shall vacate the residence at one month's notice as soon as the entitled employee asks for residential accommodation failing which the allotment may be cancelled.

BSP Home



- 4.6 No employee shall be compelled to accept a residence of a type lower than that to which he is entitled under these rules. However, the Director may, on a request from the employee, allot a residence next below the type to which he is otherwise entitled.
- 4.7 The Director may on the recommendation of the Allotment Committee cancel the existing allotment of an employee and allots an alternative residence of the same type or in emergent circumstances an alternative residence of the lower type, if the residence in occupation of the employee is required to be vacated for some bonafide public purpose.
- 4.8 An employee under suspension shall be entitled to allotment of a residence of the entitled type. To determine entitlement of the suspended employee, his emoluments shall be as per the Explanation under Rule 2.0(f).

5.0 OUT OF TURN ALLOTMENT

- 5.1 Notwithstanding anything contained in these Rules, the Director may allot residence on out of turn basis in the following cases:-

- (a) To a non-resident or resident Indian of exceptionally brilliant professional career who is appointed as a senior Scientist in the Institute.
- b) To an employee who has been offered appointment on deputation basis.
- c) To an employee on medical grounds specified below on the recommendation of the Allotment Committee.
 - i) If he/she suffers from Cancer, Pulmonary T.B. in active phase with risk to others and sputum for A.F.B. is positive;
 - ii) If he/she has a severe physical defect or deformity which causes undue interference with the normal functioning of the bones, muscles and joints, in consultation, if considered necessary, with the prescribed medical authority as per the CCS (Medical Attendance) Rules;
 - iii) If he/she suffers from heart ailments having symptoms of Grade III and IV which include serious disability like Angina Grade III and IV or congested Cardiac Failure Grade III and IV or Malignant Hypertension Grade III;
 - iv) If he/she suffers from either total absence of sight or Visual Acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses or impression of the field of the vision subtending an angle of 20 degrees or worse;
 - v) If his/her sense of hearing is non-functional for ordinary purposes of life,

BSP home



deceased allottee shall be available to only one of the family members of the deceased allottee.

5.3 In case of retirement on superannuation or voluntary retirement of an allottee, a member of his family, who is employed in CPPRI may be given out of turn allotment by the Director subject to the following conditions:

- a) The application for allotment is accompanied by an affidavit from the retiring employee in the prescribed allotment form (Annexure-I).
- b) The applicant family member has been residing continuously with the retiring employee for at least three years immediately preceding the date of retirement of the retiring allottee and has not drawn HRA, or where the applicant family member has been appointed in the CPPRI service within three years of the retirement of the allottee, he has been residing with the allottee from the date of such appointment and posting or transfer and has not drawn HRA.
- c) The applicant or any of his family members does not own a residence within the municipal limits or within a radius of 8 Km from the Institute whichever is more.
- d) No other family member of the retiring employee or of the applicant has been allotted or is in occupation of CPPRI residence.
- e) All the dues outstanding in respect of residence of the retiring employee have been cleared.

5.4 The applicant family member referred to in Rule 5.2 and 5.3 shall not be entitled to out of turn allotment for a residence of a type higher than that in occupation of the retired or deceased allottee except when the retired or deceased employee was in occupation of entitled type residence and the applicant is entitled to type II and above residence in which case he/she may be allotted entitled type residence.

5.5 Allotment of a residence may be regularized even on out of turn basis in the name of the spouse of the employee on his transfer if the spouse is otherwise eligible for such an allotment. In case the spouse is entitled to lower type of residence, he/she may be allotted alternative residence of the lower type as per his/her entitlement immediately on out of turn basis.

6.0 ALLOTMENT OF NEXT BELOW TYPE OR LOWER TYPE

6.1 Employees who are eligible for residence of types B, C & D shall not be entitled to allotment of residence of the next below or the lower type.

6.2 Employees who are eligible for residences of type E and above can be considered for allotment of the next below type of residence on application.

Explanation– When an employee, who is eligible for type E Residence, applies for type D residence, his priority date for type D residence shall be determined with reference to the date he has been in continuous service of the Institute.



he does not hear or understand sounds at all even with amplifier speech. The cases included in this category will be those having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both the ears;

- vi) If he/she, as a result of orthopaedic deformity, finds it very difficult to move freely. If the percentage of disability according to American Academy Scale is less than 40%, the request may normally be rejected;
- vii) If a member of the family of the employee is suffering from T.B. or Cancer mentioned at sl. i) above.

Note: (1) The list of disease, on the basis of which priority for out of turn allotment may be considered as above, is not an exhaustive one. The Allotment Committee may consider any other life threatening diseases or other serious disabilities causing permanent impairment, for this purpose and recommend such case to the Director.

(2) In case where disability of dependent parents is the sole ground for asking for priority for out of turn allotment, the Allotment Committee should consider the facts and circumstances along with merits of each case carefully, before making their recommendations.

5.1.1 The priority for out of turn allotment on medical grounds as mentioned in sub-rule 5.1(iii) shall be on the date on which the application of the employee for such allotment is received by the Director.

5.2 In the event of death of an allottee, a member of the allottee's family may be given out of turn allotment by the Director subject to the following conditions:

- a) The family member, if he is a CPPRI employee makes an application within one month of the death of the allottee.
- b) If the family member is not employed in CPPRI but gets employment in CPPRI within 12 months after the death of the allottee, and makes an application within one month of getting such employment.
- c) The applicant mentioned in sub para (a) and (b) above or any member of his family does not own a residence within the municipal limits or within a radius of 8 Km from the Institute whichever is more.
- d) All the dues outstanding in respect of the residence of the deceased allottee have been cleared.

Explanation 1: If the applicant referred to in sub rule (a) and (b) above is eligible for the type of residence in occupation of the deceased allottee, the same residence may be allotted on out of turn basis to the applicant family member.

Explanation 2: The facility of out of turn allotment to the family member of the

BShome



7.0 INELIGIBILITY TO CPPRI RESIDENCE

- 7.1 An employee shall not be eligible for allotment of CPPRI accommodation if he constructs or purchases a residence at the place of his posting, by taking HBA (House Building Advance) from the CPPRI within the municipal limits or within a radius of 8 Kms. of the Institute whichever is more.
- 7.2 An employee shall not be entitled to retain residence in CPPRI colony under the circumstances mentioned below:
- When an employee constructs or purchases a residence at the place of his posting after taking HBA from the Institute within the municipal limits or within a radius of 8 Kms. of the Institute, whichever is more, he shall have to vacate the CPPRI accommodation within two months of completion of such construction or taking possession, as the case may be, failing which allotment shall be cancelled as per rules and he shall be liable for the consequences under these rules.
 - Notwithstanding the provisions under Rules 7.1 and 7.2, an employee shall become eligible for CPPRI accommodation on payment of normal licence fee, if the house owned by him or his spouse jointly or severally is transferred by way of sale to any person other than close relations.
- 7.3 An employee owning a house either in his own name or in the name of any member of his family at the place of his duty, shall inform the fact to the Estate Officer at the time applying for accommodation.
- 7.4 Provided that where an employee or any member of his family become owner of a house at the place of his duty after an accommodation is allotted to him under these rules, the allottee shall inform the fact to the Estate Officer within a period of one month from the date of possession of the house.
- 7.5 A higher rate of licence fee as specified under shall be applicable to the allottees under this rule. the rate of licence fee payable by the allottee falling under the provisions of Rule 7.3 and Rule 7.4 will be based on slabs of rent received by him/her from his/her own house or house owned by his spouse and shall be as under:

Slab of income from the house	Rate of licence fee to be recovered
a) If the income does not exceed Rs. 18000/- p.m.	Single licence fee
b) If the income exceeds Rs. 18000/- p.m. but does not exceed Rs. 29,200/-	Double the normal licence fee
c) If the income exceeds Rs. 35,400/- p.m.	Three times the normal licence fee

BShome



The above rates are subject to revision by the CoA of CPPRI.

- 7.6 The provisions of Rules 7.1, 7.2, 7.3 and 7.5 shall not be applicable to the staff declared as essential by Director, on the recommendation of the Allotment Committee.
- 7.7 When both husband and wife are in CPPRI service at the same station, only one of them shall be entitled to allotment of residence. However, both of them shall be eligible to apply for allotment separately on the basis of their entitlement. The eligibility of each shall be determined separately for allotment purposes.

Provided that this rule shall not apply in cases where husband and wife are residing separately in pursuance of a court order for judicial separation.

- 7.8 When two CPPRI employees in occupation of residences allotted to them individually, marry each other, they shall be entitled to retain only one of the residences after such marriage and will be required to surrender the other within one month from the date of marriage. On failure to surrender a residence as above, the allotment of residence of the lower type shall be deemed to have been cancelled on expiry of the prescribed period of one month. If both the residences are of the same type, allotment of any one of them shall be deemed to have been cancelled as the Director may decide on the expiry of such period.
- 7.9 When one of the spouses has been allotted or is in occupation of accommodation from a pool to which these Rules are not applicable, he/she shall have to surrender either residence of CPPRI or the pool residence within one month of occurrence of such event. If he fails to surrender one of the residences within the specified period of one month, the allotment of residence in CPPRI staff colony shall be deemed to have been cancelled.

8.0 CHANGE OF RESIDENCE

- 8.1 An employee who has been allotted residence under these rules may apply for a change of residence of the same/similar type.
- 8.2 Change of residence shall not be permitted under the following circumstances:
- a) During the period of one year immediately preceding the date of superannuation;
 - b) During the period of one year immediately following the date of occupation of allotted residence.
 - c) If an inquiry is in progress against an allottee about sub-letting of his residence.
- 8.3 Notwithstanding anything contained in these rules, an employee may be allowed change of residence on the death of a member of his family, if he applies for change within three months of such occurrence provided that the change will be permitted within the same/similar type of residence.

BS Home



- 8.4 Not more than one change shall be allowed within the same/similar type of residences.

Provided that more than one change of residence within the same/similar type may be allowed on medical grounds subject to the condition that the allottee or a member of his family living with him, has after the allotment of the residence, developed a serious illness such as Asthma, Heart Trouble or T.B. or developed physical defect or deformity. The application in these cases shall have to be supported by a medical certificate from Government Hospital or a recognized hospital.

- 8.5 Applications for change of residence shall be considered once in a year i.e. in the month of January of the year. Estate Office shall issue a circular and notify all the vacant quarters available for allotment.

- 8.6 Change of residence shall be offered in the order of seniority of the applicants in the order of receipt of applications for a particular type of residence who apply for change of respective type of residence.

- 8.7 If an employee submits fresh application for change of residence cancelling his previous registered application, his request may be accepted but his priority shall be counted from the date of his fresh application.

- 8.8 If an employee fails to accept the change of residence offered to him within five days of the issue of such offer of allotment he shall not be considered again for a change of residence of that type during the same and next allotment year (Calendar year).

- 8.9 If an employee after accepting the change of residence fails to take possession of the same within eight days he shall be charged licence fee for such residence in addition to the normal licence fee for the residence already in his possession for the period upto which the allotment of the new residence continues to subsist.

9.0 **SUB-LETTING AND SHARING OF ACCOMMODATION**

- 9.1 The allottee shall not sublet part or whole of the residence allotted to him/her.

- 9.2 An allottee who sublets part or whole of the residence allotted to him/her shall do so at their own risk and shall remain personally responsible for the licence fee payable in respect of the residence and for any damage caused to the residence or its precincts or grounds or services provided therein by the CPPRI.

- 9.3 An allottee who sublets part or whole of the residence allotted to him/her shall render him liable to cancellation of the allotment and eviction from the allotted residence. He shall also, render himself liable to disciplinary proceedings under the CCS (CCA) Rules as made applicable to the CPPRI employees.

- 9.4 An allottee while proceeding on leave may allow any other CPPRI employee to



CPPRI (Residence Allotment) Rules - 2026

stay in a portion of his/her residence as a caretaker for security purposes for a period not exceeding six months, with the prior written permission of the Director.

10.0 NON-ACCEPTANCE OF ALLOTMENT OFFER OR FAILURE TO OCCUPY ALLOTTED RESIDENCE AFTER ACCEPTANCE

- 10.1 If an employee on receipt of an allotment order fails to accept the allotment of residence within five days or take possession within eight days of the date of acceptance of the allotment order, the allotment order shall stand cancelled and the concerned employee shall be debarred for allotment for a period of three months from the date of such cancellation. In case of debarment, HRA will not be admissible for the period for which an employee is debarred from further allotment of Government accommodation under the allotment rules.
- 10.2 If an employee, in occupation of a residence of a lower type than his entitlement applies for a residence of his eligible type and on allotment of such eligible type of residence fails to accept the allotment, he may be permitted to stay in the residence already in his occupation provided that he shall not be eligible for another allotment for the remaining period of the same and the next allotment year.

11.0 PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION

- 11.1 An allotment shall be effective from the date it is accepted by the employee and shall continue to be in force until:
- expiry of the concessional period permissible under Rule 11.2;
 - cancelled by the Director or deemed cancellation under any provision of these rules;
 - surrendered by the allottee; or
 - The allottee ceases to occupy the residence.
- 11.2 A residence allotted to an employee may be allowed to be retained on the occurrence of any of the events mentioned below for the period specified against each from the date of such occurrence subject to the condition that the residence is required for the bonafide use of the employee or the members of his family:

<u>S No.</u>	<u>EVENTS</u>	<u>PERMISSIBLE PERIOD FOR RETENTION OF RESIDENCE</u>
a.	Resignation, dismissal or removal from service or termination of service or unauthorized absence without permission, compulsory retirement under CCS (CCA) Rules, 1965.	1 month on normal licence fee

BSHome



CPPRI (Residence Allotment) Rules - 2026

b.	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement under FR 56(j), technical resignation.	Six months on normal licence fee
c.	Transfer to a place outside from the existing place, transfer to an ineligible office in the same station, on proceeding on foreign service in India, temporary transfer in India or transfer to a place outside India or deputation within India.	Two months on normal licence fee plus six months on double licence fee
d.	To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing)	Twelve months on normal licence fee and for a further period of twelve months on normal licence fee provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation.
e.	Study leave in or outside India	Actual period of leave or two years, whichever is earlier.
f.	All authorized and sanctioned leave except extra-ordinary leave without medical grounds, on proceeding on training, on mandatory posting under Central Staffing Scheme to Lok Sabha or Rajya Sabha Secretariat on certificate from Establishment Officer, Department of Personnel and Training, and on transfer to a non-family station abroad declared by Ministry of External Affairs(provided the allottee or members of family does not own a house at the last place of posting)	For the full period of leave/posting on normal licence fee
g.	On transfer or deputation to Public Sector Undertakings, Statutory and Autonomous bodies on their initial constitution	Six months on normal licence fee plus House Rent Allowance drawn by the allottee from the organization.
h.	Leave preparatory to retirement or refused leave granted under FR86 or Earned Leave granted to Government Servant who retire under FR56(j)	For the full period of leave on full average pay subject to a maximum period of one hundred and eighty days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement on normal licence fee.

Note-1 Request for permission to retain an Institute residence for the specific duration should be made to the Chairman, House Allotment Committee on the prescribed Performa at least one month before due date of retirement/ due date of proceeding on leave or within 2 months of the death of the staff, in case of condition (f) request should be made within a week of the letter of dismissal or termination received by the concerned person.

BSP home



Note-2 A residence retained under this clause must be vacated within the period as specified under Rule 8 or the date up to which permitted, whichever, is earlier. Permission to retain the house beyond the maximum period specified in Rule 8.1 will be at the enhanced license fee specified in Rule 9 and shall in no case exceed six months.

- 11.3** Where an employee on transfer or on Foreign Service in India is sanctioned leave and avails it before joining duty at the new station, he may be permitted to retain the residence for the period mentioned against serial No. (d) to (f) or the period of leave whichever is more.
- 11.4** Where an order of transfer or on Foreign Service in India is issued to an employee while he is already on leave, the permissible period mentioned in Rule 11.3 shall commence from the date of issue of such order.
- 11.5** On expiry of the permissible concessional period the allotment shall be deemed to have been cancelled unless immediately before expiry of such concessional period the employee resumes duty.
- 11.6** The employee, who has retained the residence in accordance with the provisions of Rule 11.2, on re-employment in an eligible office within the concessional period specified therein shall be entitled to retain that residence for the period of re-employment if the pay of the employee on such re-employment entitles him to the type of residence. If on re-employment, he does not remain entitled to the type of residence in his occupation, he shall be entitled to retain the same residence till the entitled type of residence is allotted to him.
- 11.7** Notwithstanding anything contained in Rules 11.2 to 11.6 when an employee is dismissed or removed from service or his services have been terminated and the Director where such employee was in service immediately before such dismissal, removal or termination is satisfied that it is necessary or expedient in public interest to do so, he may cancel the allotment of residence in CPPRI staff colony of such employee either forthwith or with effect from such date prior to expiry of the concessional period referred to in Rule 11.2.

12.0 RETENTION BEYOND PERMISSIBLE PERIOD

12.1 The Director may, for reasons to be recorded in writing, allow retention of residence in CPPRI staff colony for a period not exceeding six months beyond the permissible concessional period under Rule 11.2, if he is satisfied that the retention of the residence is justified for any of the following reasons:

- (a) Education of children of the employee;
- (b) Serious or chronic illness in the family of the employee;
- (c) Any other reason considered to be beyond the control of the employee. Provided that in the event of retirement or terminal leave the period of retention to

BShome



be allowed by the Director shall be limited to 4 months.

12.2 The allottee shall be required to pay twice the normal licence fee for the period of retention mentioned in Rule 12.1.

12.3 Retention of Accommodation by Employees Availing Joining Time.

Employees on transfer are allowed to retain the accommodation for two months or period of their leave not exceeding four months, whichever is more. However, in the case of employees availing joining time after the expiry of leave at the station from which they have been transferred, normal licence fee shall be charged for the period of stay at the 'old' station and allotment will be cancelled only after the joining time.

12.4 Licence fee for the period of retention of the residence shall be payable in advance on monthly basis.

13.0 OVERSTAYAL IN RESIDENCE AFTER CANCELLATION OF ALLOTMENT

13.1 Where, after the allotment has been cancelled or is deemed to have been cancelled under any provisions of these rules, the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, the allottee or such other person shall render himself liable to the following:-

- i) Payment of penal licence fee for use and occupation of the residence and damages equivalent to forty times/ fifty times of the normal charges for furniture, services, garden etc.;
- ii) Disciplinary proceedings for violation of CCS (Conduct) Rules, 1964, and/or any other rules in this regard applicable to the CPPRI employees;
- iii) Any other proceedings that may be taken up at the discretion of the Director for getting the residence vacated.

14.0 PERSONAL LIABILITY OF THE EMPLOYEE TILL THE RESIDENCE IS VACATED

14.1 The allottee shall be personally liable for payment of the licence fee and other charges for the accommodation and for any damage, beyond reasonable wear and tear, caused thereto or to the furniture or fittings or services provided therein by the CPPRI during the period of occupation and until full vacant possession thereof have been restored to the Institute.

14.2 Non-payment of license fee and other charges for the accommodation shall constitute breach of these allotment rules.



- 14.3 If the allottee fails to make payment of prescribed licence fee and other charges the allotment may be cancelled.

15.0 SURRENDER OF ALLOTMENT AND PERIOD OF NOTICE

- 15.1 An allottee may at any time surrender the allotment by giving notice to the Director at least seven days prior to the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the 8th day after the date on which the notice is received by the Director or the date specified in the notice, whichever is later.

Provided that Director may accept a notice for shorter period.

- 15.2 An employee who surrenders the residence under Rule 15.1 shall not be considered again for allotment of residence in CPPRI staff colony at the same station for a period of one year from the date of such surrender.

- 15.3 Notice of surrender will not be necessary in the following cases:

- (a) When an employee in occupation of a lower type of residence than his entitlement is allotted a residence of the type to which he is entitled;
- (b) When an employee on his re-employment is found to be entitled to a lower type of residence and is allotted a residence in that type;
- (c) When an employee is permitted a change of residence;
- (d) When the residence in occupation of an employee is required to be vacated in public interest or for repairs or demolition and the employee is allotted alternative accommodation;
- (e) When allotment of the residence in occupation of an employee is cancelled or is deemed to be cancelled under the provisions of these rules;
- (f) When eligible family members of the retired/deceased allottee/employee get alternative residence on ad-hoc basis;

- 15.4 Where the family of a deceased allottee vacates the residence within the permissible period, cases of waiving off the period of notice or surrender may be considered with compassion and each case decided on merit and orders obtained from the competent authority.

16.0 PROVISION RELATING TO LICENCE FEE

- 16.1 The rates of licence fee payable by the allottees for different types of residences shall be as per the notification and/or instructions issued by CPPRI from time to time.

- 16.2 Where the allotment of residence or alternative residence has been accepted, the

BShome



liability for licence fee shall commence from the date of occupation or the 8th day of the date of the allotment letter, whichever is earlier.

- 16.3 Where an employee after accepting the allotment fails to take possession of the accommodation within 8 days from the date of the allotment letter, he shall be charged licence fee from such date for 12 days.

Provided that nothing contained in this rule shall apply where it is certified that the allotted residence is unfit for occupation and as a result thereof the employee is unable to occupy the residence within the aforesaid period.

- 16.4 Where a CPPRI employee is considered to be in deemed possession of the residence for 12 days in accordance with the provisions of Rule 16.3, he shall not be entitled to HRA for the aforesaid period of 12 days.

- 16.5 If on allotment of an alternative or entitled type of residence, the former residence is not vacated by the date already mentioned in the preceding rules the allottee shall be liable to pay penal licence fee and damages for continued occupation of the former residence with effect from the date he/she takes possession of the newly allotted residence. In the cancellation letter the exact amount of damages which the unauthorized occupant will be required to pay for over stay will be mentioned.

- 16.6 When at the request of an employee a residence of higher than the entitled type is allotted, the employee concerned shall be charged three times the normal licence fee for such a residence.

- 17.0 **PENAL LICENCE FEE/ DAMAGES :** The damages will be charged from the date of cancellation of allotment to the date or residence is vacated by the unauthorized allottee for unauthorized occupation of CPPRI residences and damages shall be charged @ 40 times of the normal licence fee for the residences up to Type-D residences and @50 times of normal licence fee for the residences Type E and above.

- 17.1 Director, CPPRI shall have power to revise the penal licence fee/ damages rent from time to time.

18.0 **UNDERTAKING FROM THE LICENCEE**

- 18.1 Each employee shall give an undertaking at the time of allotment of residence that he/she shall vacate the residence on cancellation or deemed cancellation of allotment failing which he/she shall be liable to pay penal licence fee and that the Institute shall have authority to withhold his gratuity and leave encashment etc.

Provided that gratuity and leave encashment etc., may be released on furnishing of bank guarantee by the employee for an equivalent amount. Bank guarantee shall

BS Home



be discharged after vacant possession of the residence is surrendered to the Institute and all the dues relating to the residence have been settled, failing which the bank guarantee shall be invoked.

19.0 PROVISION OF ACCOMMODATION FOR PERFORMING MARRIAGE ETC. IN THE FAMILY OF AN ALLOTTEE/ EMPLOYEE

19.1 On receipt of an application, the Director may make temporary allotment, not exceeding five days including the day of marriage, to a CPPRI employee if a vacant residence is available or likely to be available during the period for which allotment has been applied for.

19.2 Disciplinary action may be taken if the residence allotted under rule is not vacated on expiry of the period of temporary allotment besides liability for payment of penal licence fee for the period of unauthorized occupation.

20.0 CONSEQUENCES OF BREACH OF RULES AND CONDITIONS

20.1 If an allottee sublets the residence or charges licence fee from the sharer at a rate which the Director considers excessive or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for purposes other than that for which it has been allotted or tampers with the electric or water connections or commits any other breach of rules or of the terms and conditions of the allotment or uses the residence or premises or allows it to be used for any purposes which the Director considers to be improper or conducts himself in a manner which in the opinion of the Director is prejudicial to the maintenance of harmonious relations with his 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 action including disciplinary proceedings that may be taken against such allottee, cancel the allotment after giving show cause notice.

Explanation: In this rule the expression allottee includes, unless the context otherwise requires, a member of the family of the allottee and any other person claiming through the allottee.

20.2 If the allottee sublets his residence or any portion thereof or any of the out-house, garage appurtenant thereto in contravention of these rules, he may without prejudice to any other action that may be taken against him, be charged penal licence fee/damages as laid down in these rules. The employee may also be debarred from sharing the residence in future for a period not exceeding 5 years as may be decided by the Director.

20.3 Where action to cancel the allotment is taken on account of subletting of the whole or part of the allotted residence a period of 60 days shall be allowed to the allottee and any other person residing with him to vacate the residence. The allotment shall be cancelled with effect from the date of vacation of the premises or on expiry of 60 days from the date of order for cancellation of allotment, whichever

BShome



is earlier.

20.4 Where the allotment of residence is cancelled for conduct prejudicial to the maintenance of harmonious relations with the neighbours, the allottee, at the discretion of the Director may be allotted another residence of the same type at any other place.

20.5 The Director shall have power to take all or any of the actions under these rules and to declare the allottee ineligible for allotment for a period not exceeding 5 years.

21.0 MAINTENANCE OF RESIDENCE

21.1 The allottee shall maintain the residence and premises in a clean condition to the satisfaction of the Director. He shall not grow any tree, shrubs or plants contrary to the instructions of the Director nor cut or lop off any existing trees or shrubs in any ground, courtyard or compound attached to the residence save with the prior permission in writing of the Director. Any plantation or vegetation grown in contravention of the instructions may be got removed by the Institute at the risk and cost of the allottee.

21.2 The allottee shall not keep any cattle (buffalo. Cow, horse etc) in or near the allotted residence or anywhere in the Colony.

22.0 RESERVATION OF RESIDENTIAL ACCOMMODATION TO SC/ST EMPLOYEES

22.1 Reservation of residential accommodation in favour of SC/ST employees will be as per the instructions issued by the Government of India from time to time.

23.0 ESTATE OFFICER

23.1 The Estate Officer shall discharge the function and responsibilities so as to ensure observance of these rules, terms and conditions of allotment by the allottees and take necessary action consequential to any breach of these rules.

24.0 INTERPRETATION OF RULES

24.1 If a question as to the interpretation of these rules arises, the Director shall be competent to decide the same in consultation with the Allotment Committee, if required.

25.0 RELAXATION OF RULES

25.1 The Director, on the recommendation of the Allotment Committee, may, for reasons to be recorded in writing, recommend relaxation of any of the provisions of these rules in case of an employee or class of employees or residence or type of

BShome



CPPRI (Residence Allotment) Rules - 2026

residences including cases where waiving off of the penal licence fee is involved, to the Director, CPPRI who shall have the power to relax. The Director, CPPRI may at his own discretion relax any of the rules in any case.

26.0 LICENCE FEE FOR RESIDENTIAL ACCOMMODATION OF CPPRI, COLONY, SAHARANPUR

Type of Accommodation	Range of living area in sq. mtr.	Licence fee effective from 01.07.2026, rounded off to the nearest 10, for the concerned type (Rs.)
A-Type	Upto 30	230
B-Type	26.5 to 50	490
C-Type	44 to 65	740
D-Type	59 to 91.5	980
E-Type	Beyond 106	1960
F-Type	Upto 159.5	2430
Director Residence	243 to 522	6070

BShome