



**COAL INDIA LIMITED
"COAL BHAWAN"
10 NETAJI SUBHAS ROAD
KOLKATA – 700001**

No. CIL/C-5A(vi)/HRA/1499

Date : 28.09.2010

OFFICE ORDER

Sub : COAL INDIA EXECUTIVES HOUSE RENT ALLOWANCE RULES 2010

The Board of Directors of CIL in their 259th Meeting held on 21st August 2010 at Kolkata, has approved the amendments of existing House Rent Allowance Rules .

Accordingly "COAL INDIA EXECUTIVES HOUSE RENT ALLOWANCE RULES 2010" approved by the Board Of Directors of CIL is enclosed herewith for implementation with immediate effect i.e 28th September '2010.

This issues with the approval of Competent Authority.


28/09
(H. Kujur)

General Manager (Personnel)

Distribution:

1. CMD, ECL/BCCL/CCL/SECL/WCL/NCL/MCL/CMPDI
2. D (P&IR)/D (F)/D(T)/D (Mktg), CIL, Kolkata
3. CVO, CIL, Kolkata
4. D (P)/D (F), ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
5. D (RD&T), CMPDI, Ranchi
6. ED, IICM, Ranchi
7. CGM(Mining)/TS to Chairman, CIL, Kolkata
8. CGM(P)/GM(P), ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
9. CGM(MP&IR), CIL, Kolkata / CGM, NEC, Margeritha, Assam /CGM, CIL, New Delhi
10. CGM(Finance), CIL, Kolkata
11. Company Secretary, CIL, Kolkata.
12. GM(Telecom),CIL – with a request to upload the same in CIL website intranet under CIL Rules / internet under Info – Circulars. Soft Copy e-mailed .
13. GM, CIL Centralised Cell, Ranchi
14. President , CMOAI(Apex)
15. Secretary General, CMOAI(Apex)
16. Guard file

COAL INDIA EXECUTIVES HOUSE RENT ALLOWANCE RULES 2010

w.e.f. 28th September 2010



**COAL INDIA LIMITED
(A Government of India Enterprise)
(A Navratna Company)
"COAL BHAWAN"
10, NETAJI SUBHAS ROAD, KOLKATA-700001**

COAL INDIA EXECUTIVES

HOUSE RENT ALLOWANCE RULES 2010

1. SHORT TITLE & COMMENCEMENT

- 1.1 These rules shall be called the Coal India Executives House Rent Allowance Rules 2010. Except where otherwise specifically provided for by an executive order, direction or instruction, these rules come into force with effect from 28th September'2010 and it supersedes earlier House Rent Allowance rules and circulars issued in this respect.

2. SCOPE & COVERAGE

- 2.1 These rules shall cover the following executives of Coal India Limited and its Subsidiaries :
- (i) Board Level and below Board level Executives.
 - (ii) Executives appointed as management trainee in regular pay scales.
- 2.2 An executive from other organization or undertaking on deputation to the Coal India Limited and its subsidiaries shall also be entitled to the house rent allowance in accordance with these rules provided there is nothing repugnant or contrary to it in the terms and conditions of his deputation.

3. DEFINITION

- (a) 'Basic Pay' means the basic pay of an executive (include Personal pay, Special pay, Non Practicing Allowance as applicable).
- (b) 'Competent Authority' means:
- (i) Area General Manager for all officers posted under his administrative control in his Area/Project/Unit.
 - (ii) CGM/General Manager (Sales & Marketing), CIL for all executives posted at different Regional Sales offices and other Marketing offices located in different states.
 - (iii) Head of Divisions of respective departments/divisions at the Head Quarters of CIL and subsidiary companies in respect of executives posted under their administrative control.
 - (iv) Director (Technical)/(Finance)/(P&IR)/(Marketing) for CGM/General Managers posted under their administrative control.
 - (v) Chief of Geology and Drilling for officers posted at various drilling camps.
 - (vi) General Manager (Administration)/(EE)/(Pers.) concerned subsidiary companies for officers posted at branch offices located at various cities such as Kolkata, Delhi etc.
 - (vii) Director (Pers.) of the subsidiary companies may authorize any other officer to function as such in respect of officers not covered in the above categories.
 - (viii) Chairman, CIL

- (c) 'Functional Directors' means a full time Directors of Coal India Limited.
- (d) 'Company' means the Coal India Limited.
- (e) 'Family' means an executive's wife/husband, children (including step child, legally adopted child) and other wholly dependant upon him/her. A husband/ wife/ child/parent having an independent source of income is not treated as a member belonging to the family of the executive.
- (f) 'He' includes 'She' & Vice Versa

4. ENTITLEMENT OF HRA

- 4.1 An executive who has not been allotted company's accommodation and has taken a house on rent is entitled for House Rent Allowance.
- 4.2 An executive who refuses or surrenders accommodation offered to him by the company shall not be eligible for House Rent Allowance except for those executives who surrender the company's accommodation to reside in the house owned by him/wife/children/father/mother.
- 4.3 In case both husband and wife are working in CIL and posted within a radius of 8 k.m. from each other or are residing in the house owned by the executive or his/her wife/husband jointly, only one of them, at the option of the couple, shall be eligible for the House Rent Allowance.
Provided that this will not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court, in which both husband and wife shall be eligible for HRA.
- 4.4 An executive shall not be entitled to HRA, if his wife/her husband has been allotted accommodation at the same station by the Central Govt., State Govt., an Autonomous Public Undertaking or Semi Govt. organization such as Municipality, Port Trust etc. whether he/she resides in that accommodation or he/she resides separately in accommodation rented by him/her.
- 4.5 Where two officers in occupation of separate residences marry each other, one of them shall cease to draw the house rent allowance after one month from the date of their marriage. In case both the residencies are under the administrative control on the company, they shall within one month from the date of the marriage, surrender one of the residences to the company, failing which applicable penal rent for the smaller of the two accommodations shall be charged from the date of completion of one month of their marriage.
- 4.6 If an executive who is drawing house rent allowance, is transferred to another station involving change of residence and leave behind his family at the old station, he shall be eligible for the house rent allowance at the new station, for a maximum period of 6 months at the same rate, from the date of release in the old station provided that he has taken over duty in the new station, and not been

allotted accommodation by the company at the new station. The period may be extended thereafter with the approval of competent authority, if the management has not been able to provide accommodation.

In case he has been allotted a residence at the new station (place of posting) his entitlement to House rent Allowance at the old rate will be limited only to the period from joining at new station till completion of one month after allotment of house.

- 4.7 An executive staying in Guest House/transit accommodation is entitled for House Rent Allowance admissible at the applicable rate for a maximum period of 6 months provided he pays the room rent for guest house/transit accommodation and do not occupy any other residential accommodation provided by the company anywhere.

However even after the expiry of the above 6 months period the executive concerned could not be allotted company's accommodation, he has to obtain fresh sanction for continuance of House Rent Allowance from the competent authority.

5. HRA shall be admissible during :

- 5.1 The period of suspension and temporary transfer from old to new station.
- 5.2 The period of all kinds of sanctioned leave except for cases where an executive is sanctioned leave on medical ground or otherwise and does not join duty after availing himself of such leave and resigns, he shall not be eligible for HRA for the entire period of such leave.
- 5.3 The period of training abroad/in India.
- 5.4 The study leave period at the rates admissible from time to time at the station where he proceeds on leave or the place of training provided he returns to his old headquarters on the expiry of his/her leave/training, unless ordered by competent authority to join elsewhere.

6. CESSATION OF HRA

Should an executive's services be terminated/dismissed/on account of resignation from the services of the company, he shall cease to draw HRA w.e.f. the date such an order or termination/dismissal/acceptance of resignation passed by the competent authority.

7. RATE OF HRA

HRA will be paid based on the population of the places/ cities of posting of individual executive which is as follows:

Cities with population	Rates of HRA
50 lakhs and above (Classified as "X")	30% of Basic Pay
5 to 50 lakhs (Classified as "Y")	20% of Basic Pay
Less than 5 lakhs (Classified as "Z")	10% of Basic Pay

In cases where actual amount of HRA as per the prescribed rate is less than the actual amount of HRA drawn earlier by an officer, the difference would be allowed to be drawn by the officer as personal allowance until the difference is eliminated in course of time subject to the condition that the difference would be subsumed within the overall limit prescribed for the perks and allowances. The classification of cities is placed at Annexure B.

8. LEASED ACCOMODATION

Leased accommodation will be provided to officers posted at Kolkata, Mumbai, Delhi, Ahmedabad, Bangaluru, Bhubneshwar, Chandigarh, Chennai, Guahati, Hyderabad, Jaipur, Lucknow and Patna on need base. For the purpose of CTC 30% of basic pay will be considered as expenditure on Housing. The Executives in E-6 and above grades will be eligible for the facility of leased accommodation. The ceiling of leased accommodation will be 30% of basic pay for cities up to 50-lakh population & 40% of basic pay for cities above 50-lakh populations. Any amount of house rent of leased accommodation in excess of the admissible percentage (%) shall be paid by the officers concerned.

The Board of Directors of CIL or subsidiaries shall consider & approve the cases of leased accommodation in respect of Board level executives on case-to-case basis beyond above norms.

9. ELIGIBILITY FOR RESIDENTIAL ACCOMMODATION

Grade of Executives	Types of houses/flats for which the executives are eligible
1. E6 & above	D Type
2. E3 to E5	C Type
3. E1 to E2	B Type

9.1 License fee for Residential accommodation provided by the company

Applicable license fee based on plinth area shall be recovered from the salary for the residential accommodation, provided by the company whether owned or

leased.

The license fees based on plinth area shall be calculated on the basis of rates of license fee as circulated by Ministry of Urban Development, Directorate of Estates, and Government in respect of residential accommodation for Central Government from time to time. The latest OM is placed at Annexure – C.

- 9.2 Retention of company's residential accommodation after retirement on superannuation, death, resignation, termination of services etc.

The residence allotted by company may be allowed to be retained by the executive concerned with the approval of the competent authority or the happening of any of the events specified below in column 1 for a maximum period as specified in column II thereof for the bonafide use of the executive or members of his/her family. The competent authority, however would have a right to order vacation of the residence in occupation of the allottee immediately on the occurrence of the events specified in column-1

Col - I Event	Col - II Maximum permissible period of retention of residence
Resignation, dismissed, removal from the service or termination of service	One month
Retirement due to superannuation	Three months
Death of an executive while in service	Six months
Transfer to a place outside the station of allotment of residence	Six months
Temporary transfer	Six months
On proceeding on deputation in India	Three months
On proceeding on deputation outside India	Six months
Leave preparatory to retirement or refix leave	Six months

- 9.3 An executive who has been transferred and posted to North Eastern Coalfields (NEC) as per rules of the Company, may be allowed to retain his/her Company's accommodation at the last/previous place of posting on normal rent beyond permissible period of retention of residence as mentioned in Column-II of the table above for bonafide use of the dependent family on his/her request mentioning the period of retention and approval of the Competent Authority subject to a maximum retention period of three years, or the period of his stay in

NEC whichever is longer.

- 9.4 During the permissible period of retention of residence as mentioned in Column-II of the table above, the license fee may be realized at the rate as was being paid by the allottee before the occurrence of the specified event. In the case of an allottee over staying the period of grace as mentioned in the Column-II of the table with the approval of the Competent Authority, for valid reasons, the allottee shall be charged twice the fee as was being paid before the occurrence of the specified event for the period exceeding the said grace period.
- 9.5 However, the Competent Authority may under exceptional circumstances arising from humanitarian or other considerations charge the normal license fee from the occupant of the Company's accommodation even beyond the period admissible under this rule with reasons to be recorded in writing. The competent authority in this case shall be one stage higher than the usual competent authority for the occupant.

10. PENAL RENT FOR UNAUTHORIZED OCCUPATION

If an allottee continues to occupy the Company's house without permission of the Competent Authority, the allottee shall be charged penal rent based on market rent for the period of such unauthorized occupation. This will be without prejudice to the Company's right to initiate such other action as may be deemed fit.

11. PROCEDURE

- 11.1 An executive who is eligible for the HRA may apply for it in the prescribed form (HRA form no. 1) to the 'Competent Authority', defined in rule 4 for sanction through the proper channel.
- 11.2 After scrutiny of the application by the 'Competent Authority/authorized officer and the particulars being found correct, the executive may be granted the House Rent Allowance as per rule.
- 11.3 All such sanctions must be recorded in chronological order in a register to be maintained in the office of the competent authority or his nominee(s) and the order regarding payment will be issued by the concerned Personnel Department informing the same to all concerned.

12. MISCELLANEOUS

- 12.1 Should an executive be transferred from one place to another involving change of residence, he shall apply afresh for sanction of HRA at the new place of posting to the competent authority. The competent authority after proper scrutiny shall sanction the allowance and communicate the same to all concerned.
- 12.2 The HRA will be paid to the executives at the rates applicable to where their workplace is situated irrespective to the place of actual stay.



13. INTERPRETATION

The power to interpret these rules is reserved with the Director (P&IR)/Chairman of CIL or subsidiary companies, as the case may be and their interpretation will be final. However in case of doubt the matter may be referred to Director (P&IR)/Chairman of CIL for a final and binding decision.

14. SAVINGS

This Rule can be withdrawn or amended at the discretion of the company without any prior notification and assigning any reason therefore.



A Navratna Company

ANNEXURE – A

DECLARATION

I hereby declare the following for claiming House Rent Allowance as per my entitlement:

1. That I am residing at the following address, which is the house owned by me/ my wife/ father /mother children or on rental basis :
2. That I am not residing or sharing the accommodation with any person who is getting HRA or provided with accommodation owned by or taken on lease by CIL/ Subsidiaries / Government or PSUs.

Any change in the status shall be intimated by me immediately to the company.

Signature:

Date:

Name

Designation

Residential Address :

.....

.....

ANNEXURE – B

**LIST OF CITIES/TOWNS CLASSIFIED BASED ON POPULATION
FOR PAYMENT OF HOUSE RENT ALLOWANCE**

S.No.	STATES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1.	Andhra Pradesh	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Visakhapatnam (UA), Guntur
2.	Assam		Guwahati (UA)
3.	Bihar		Patna (UA)
4.	Chandigarh		Chandigarh
5.	Chhattisgarh		Durg-Bhilai Nagar (UA), Raipur (UA)
6.	Delhi	Delhi (UA)	
7.	Gujarat		Ahmedabad (UA), Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadidara (UA), Surat (UA)
8.	Haryana		Faridabad*
9.	Jammu & Kashmir		Srinagar (UA), Jammu (UA)
10.	Jharkhand		Jamshedpur (UA), Dhanbad (UA), Ranchi (UA)
11.	Karnataka	Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad, Mangalore (UA), Mysore (UA)
12.	Kerala		Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA)
13.	Madhya Pradesh		Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA)
14.	Maharashtra	Greater Mumbai(UA)	Amravati, Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Pune (UA), Solapur, Kolhapur (UA)
15.	Orissa		Cuttack (UA), Bhubaneswar (UA)
16.	Punjab		Amritsar (UA), Jalandhar (UA), Ludhiana
17.	Pondicherry		Pondicherry (UA)
18.	Rajasthan		Bikaner, Jaipur, Jodhpur (UA), Kota (UA)
19.	Tamil Nadu	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA)
20.	Uttarakhand		Dehradun (UA)
21.	Uttar Pradesh		Moradabad, Meerut (UA), Ghaziabad*, Aligarh, Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur, Varanasi (UA)
22.	West Bengal	Kolkata (UA)	Asansol (UA)

NOTE

- Only for the purpose of extending HRA on the basis of dependency.
- The remaining cities/towns in various States/Uts which are not covered by classification as "X" or "Y" are classified as "Z" for the purpose of HRA.
- "X" = Cities above 50 lakhs population;
- "Y" = Cities having population between 5 lakhs & 50 lakhs.
- "Z" = Cities/towns having population of less than 5 lakhs.
- "UA" = Urban Areas



A Navratna Company

ANNEXURE – C

No. 18011/1/2006-Pol.III
Government of India
Ministry of Urban Development
Directorate of Estates

Nirman Bhavan, New Delhi
Dated the September 20, 2007.

OFFICE MEMORANDUM

Subject : Revision of flat rates of licence fee for Central Government Residential Accommodation through out the country.

In terms of SR-324(4), the Government has decided to revise the flat rates of licence fee recoverable for the residential accommodation available in General Pool and also in Departmental Pools of Ministries/Departments of the Government of India through out the country (except in respect of standard/unclassified accommodation of Ministry of Defence, accommodation for service personnel of the Ministry of Defence and accommodation under the control of Ministry of Railways), as shown in the Annexure.

2. The received rates of licence fee would be effective from 1st July,2007. All Ministries/Departments are requested to take action to recover the revised licence fee in accordance with these orders in respect of accommodation under their control all over the country.
3. This issue with the concurrence of Integrated Finance Wing of the Ministry of Urban Development under its Diary NO. 1311-F/JS&FA dated 31.08.2007
4. In so far as persons serving in the Indian Audit & Accounts Departments are concerned, orders would be issued separately.

(R.N.Yadav)
Dy. Director of Estates (Pol)

Revised flat rates of licence fee applicable for Central Government residential accommodation throughout the country w.e.f. 01.07.2007

Sl. No.	Type of Accommodation	Range of living Area (in sq.mt)	Existing flat rates of licence Fee per month (01.07.2004)	Revised flat rates of licence fee per month w.e.f. 01.07.2007	Remarks
1.	I	Up to 30	Rs. 28/-	Rs. 28/-	Quarters sharing toilet facilities meant for more than two quarters.
2.	I	-do-	Rs. 36/-	Rs. 36/-	Quarters sharing toilet facilities meant for two quarters
3.	I	-do-	Rs. 64/-	Rs. 65/-	Old quarters with plinth area less than 300 sq.ft.
4.	I	-do-	Rs. 80/-	Rs. 81/-	Old quarters with plinth area of 300 sq. ft. or more
5.	II	More than 26.5 & up to 40	Rs. 143/-	Rs. 144/-	
6.	II	41 to 50	Rs. 183/-	Rs. 185/-	
7.	III	More than 34.5 & up to 55	Rs. 217/-	Rs. 219/-	
8.	III	56 to 65	Rs. 265/-	Rs. 268/-	
9.	IV	59 to 75	Rs. 293/-	Rs. 297/-	
10.	IV	76 to 91.5	Rs. 367/-	Rs. 371/-	
11.	V (also called D-II)	Up to 106	Rs. 520/-	Rs. 526/-	
12.	V (also called D-I)	Beyond 106	Rs. 632/-	Rs. 639/-	
13.	VI (also called C-II)	Up to 159.5	Rs. 773/-	Rs. 782/-	
14.	VI (also called C-I)	Beyond 159.5	Rs. 924/-	Rs. 935/-	
15.	VII (also called E-II)	189.5 to 224.5	Rs. 1087/-	Rs. 1099/-	
16.	VIII (also called E-III)	243 to 350	Rs. 1557/-	Rs. 1574/-	
17.	VIII (also called E-III)	350.5 to 522	Rs. 2290/-	Rs. 2316/-	

HOSTAL ACCOMMODATION :

Sl. No.	Category of Suite	Living Area (Sq.mt)	Existing Rates	Revised Rates per month w.e.f. 01.07.2007
1.	Single Room	21.5 to 30	Rs. 198/-	Rs. 200/-
2.	Single Room	30.5 to 39.5	Rs. 280/-	Rs. 283/-
3.	Double Room	47.5 to 60	Rs. 385/-	Rs. 389/-

For servant quarters and garages allotted independent of the regular accommodation / hostel, the following flat rates may be recovered.

Sl. No.	Particulars	Existing Rates (p.m)	Revised rates (p.m)
1.	Servant Quarters	Rs. 36/-	Rs. 36/-
2.	Garages	Rs. 22/-	Rs. 22/-

Note: These rates would be subject to the ceiling of 10% of the monthly emoluments of the allottee.

To,

(THROUGH PROPER CHANNEL)

Sub : FORM OF APPLICATION FOR HRA

1	Name of the applicant	:	
2	Employee No.	:	
3	Designation	:	
4	Department / Section	:	
5	Place of posting	:	
6	Basic Pay	:	
7	Address of the house occupied	:	
8	Whether rented or owned by him/father/mother/wife	:	
9	If residing in guest house/transit flat, proof of rent paid	:	
10	House resnt allowance claimed	:	
11	Date from which claimed	:	
12	Is this the first claim or is modification of a sanction given earlier	:	
13	Declaration in form A attached	:	Yes / No

CERTIFICATE

Certify that I have not been allotted any bungalow/ house owned or controlled by the Company.

I have read and understood the House Rent Allowance Rules and I certify that the particulars given by me as above are correct to the best of my knowledge.

SIGNATURE OF THE APPLICANT