


Standard Operating Procedure for Allotment of Family Quarters in NMPT Colony, Panambur 328

Introduction:

1. The buildings created for housing the Port Trust employees and affiliated organizations/institutions/establishments in the Port colony, referred to as the Port quarters are allotted under the provisions of the NMPT (Allotment of Residences) Regulations 1980.
2. Due to the reduction in strength of Port employees and the changes in dependent work force affiliated to the Port, the allotment pattern of Port quarters needs to be modified/amended, keeping the principles of the NMPT (Allotment of Residences) Regulations 1980 intact.
3. These instructions are issued in addition to the provisions of the New Mangalore Port Trust Employees (Allotment of Residences) Regulations 1980, hereafter referred to as "Regulations". In case of any conflicting points, the precedence of the Regulations will prevail.

A. Eligibility for allotment of quarters:

4. Regulation 2 of the NMPT (Allotment of Residences) Regulations 1980 states that the regulations apply to allotment of residences to all persons who are employed in the service of the Board (employees).
5. Due to the availability of vacant quarters following reduction in working strength of regular employees and other reasons, the scope of eligibility of quarters may be enhanced to include the following category of personnel:-
 - a. Officers (Class I, II), Personnel below officer rank of CISF Unit, NMPT Panambur.
 - b. Officers (Class I, II), Personnel below officer rank of Karnataka State Police Force deployed at Panambur.
 - c. Officers (Class I, II), Personnel below officer rank of District Headquarters of Indian Coast Guard, Karnataka.
 - d. Officers and staff of the Offices of Mercantile Marine Department, Inspectorate of Dock Safety, Indian Railways, Directorate of Customs and Plant Quarantine.
 - e. Teaching, non teaching staff of Kendriya Vidyalaya No. 1 Panambur and NMPT English Medium School, Panambur.
 - f. Employees of Nationalised /Private Banks which have offices at Panambur.
 - g. Employees of Contractors, who are engaged in official duties exclusively at NMPT.


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B. Entitlement of Quarters


6. Due to revision of Pay and Allowances of Port employees and other Central / State Govt. employees since 1980, the following entitlements, as given in schedule of Regulation 6 will be implemented.

Sl. No	Type of Residence	For Class III & IV employees of (as per Wage Revision of the Port w.e.01.01.2017	For Class I & II Officers of the Port (as per wage revision of 2007
1.	Type I	Upto Rs 29,100	---
2.	Type II	Rs 29,101- Rs 37,200	---
3.	Type III	Rs 37,201 – Rs 46,100	Upto Rs 21,080
4.	Type IV/ Type C	Rs 46,101 and above	Rs 21,081 – 21,660
5.	Type C+	---	Rs. 21,661 – 23,980
7.	Type V /Type D	---	Rs.23,981 and above

7. In respect of Class I & II officers drawing Pay and Allowances at CDA pattern, the equivalency will be determined by the Competent Authority to determine entitlement of Port Quarter. The various types of Port quarters and the number of such quarters available as on date of issual of this SOP is enclosed at Appx 'A'.

C. Procedure for allotment of Quarters

8. The entitled personnel are required to submit their applications for allotment /change of quarters to the Secretary, NMPT in the prescribed form, to be collected from the Port Trust Coordination (PTC) Section. The Section –in –charge of the PTC Section will verify the eligibility , entitlement and Seniority in priority List of the type of quarters, to be allotted to the applicant. **The determination of priority date will be made under provisions of Regulation 3 of the New Mangalore Port Trust Employees (Allotment of Residences) Regulations 1980.** Based on the Quarter Occupation/Vacation report received from the Estate division of the Civil Engineering Department, the Section –in – Charge of the PTC sec will recommend a quarter for allotment to the particular applicant, through proper channel , to the competent authority. The Civil Engineering Department will ensure serviceability of the vacant quarter before preparing the Occupation/Vacation report. Since the report is issued on a monthly basis, the allotments will be done once a month. The seniority, as per priority list will be matched with the list of vacant quarters in each category, for allotment. **HOD quarters not to be mixed with Dy. HOD quarters.**


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9. The officers and personnel below officer rank of CISF Unit are entitled to port quarters under provisions of the MOU signed between NMPT and the CISF. As per the MOU, 55% of the personnel below officer rank will be accommodated in Barracks and 45% will be accommodated in family quarters. NMPT will provide a block of quarters for the 45% strength of the CISF unit, as on 01 January of the year. Subsequent allotment of quarters to its personnel will be carried out by the unit commander of the CISF Unit.

D. Payment of License fee and allied charges to the Port.

10. The License Fee, Electricity and water charges of the quarters allotted to the applicant will be cleared on a monthly basis. The Officers and employees of Central and State Government who are allotted quarters will also pay the HRA amount claimed by them from their respective Departments.

The employees of contractors who are allotted port quarters through their respective contractors will be charged rent at market rate as fixed by the Estate division. These charges will be paid on a monthly basis by the contractor to whom the quarters will be allotted and any lapse in receipt of payment will be intimated by the Estate department to the concerned Department engaging the contractor for recovering the same from his running bills / final bill.


The rent, electricity and water usage charges incurred from the servant quarters available with various port quarters will be paid by the employee / allottee. At the time of vacation of the Port quarter, the allottee will ensure that ***once the main occupant of the quarter vacates - the servant quarter has to be vacated along*** and all payments due are cleared. ***Power supply to servant quarter has to be from occupants line.***

The prevalent standard rate of rent, market rate of rent, flat rate and water charges for various types of port quarters is enclosed as Appx B. These rates will be revised periodically and intimated to the concerned.

E. Retention of Accommodation

11. Regulation 13 spells out the effective date up to which the allotment of quarters is permitted. The retention of accommodation on account of events specified in the table at Regulation 13 will be strictly adhered to and orders for vacation will be issued by the Section –in –charge of the PTC Section, under intimation to the Estate Division of the Civil Engineering Department. The Unit Commander/ Deputy Commandant, CISF Unit, NMPT Panambur will ensure that applications of individual personnel of his unit seeking allotment of quarters*or extension of allotment on compassionate grounds /academic grounds etc are resolved at his level and not forwarded to the management of NMPT.

NOTE: Any additions/deletions/modifications to port quarters can be done only with the prior approval of the Chairman.


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