

NEW MANGALORE PORT AUTHORITY

224

Standard Operating Procedure for

---

## Allotment of Residences

Version 1.0

7/31/2024



## Contents

1. Introduction.....	2
2. Eligibility .....	3
3. Entitlement.....	4
4. Availability .....	4
5. Delegation of Powers for allotment of quarters .....	5
6. Application for allotment.....	5
7. Procedure for allotment.....	6
8. Non acceptance of allotment order by the Customer .....	7
8.1. Customer .....	7
9. Handing over.....	7
10. Charges payable and periodic billing.....	8
11. Renewal / Extension of allotment .....	9
12. Surrender of an allotment.....	9
12.2. Customer .....	9
13. Extended stay in Port Quarters.....	9
14. Termination of allotment .....	11
15. Unauthorized Occupation .....	11
16. Penalties .....	11
17. Eviction .....	11
18. Repeal and savings.....	11
19. Annexures .....	12

3

B

A

MB



## 1. Introduction

- 1.1. Residential quarters were constructed by NMPA for housing its employees. These residential quarters are allotted to NMPA employees on the basis of NMPTE (Allotment of Residences) Regulations 1980.
- 1.2. Due to the reduction in staff strength, large number of dwelling units were lying vacant in port colony. The Board of Trustees of NMPT vide resolution no: 82 dated 23.9.2019 relaxed the eligibility criteria to include employees of affiliated organisations / institutions / establishments and an SoP was approved by the Board.
- 1.3. On reviewing the occupancy of dwelling units in Port colony it is found that approximately 50% of units are lying vacant. On the other hand, requests for allotment of dwelling units in Port colony are being received from various agencies associated with NMPA.
- 1.4. For better utilisation of idling asset and to cater to the demand for dwelling units in Port colony, existing eligibility criteria for allotment of quarters and procedure adopted for allotment of quarters need to be modified / amended.
- 1.5. With these terms of reference in view, Chairman NMPA constituted a Committee consisting of Sr.Dy. Secretary, Dy. CME, AEM Gr.I, Dy. CAO and AEE(C) vide order no:25/5/2024/PAC.8 dated 14.03.2024. The Committee examined the existing eligibility requirements for allotment of quarters and the procedure followed for allotment of quarters. The Committee also held consultations with various stake holders and held detailed deliberations on the matter.
- 1.6. NMPTE (Allotment of Residences) Regulations 1980 applies to all persons who are employed in the service of the Board. Based on this regulation and the SoP approved by the Board, quarters are being allotted to NMPA employees and employees of affiliated organisations / institutions / establishments.
- 1.7. The Committee noted that requests for quarters are being received from, Port Health Organisation, Postal department, Home Guards, State Government departments and other organisations associated with NMPA in and around Panambur. Considering the fact that occupancy level of dwelling units is around 50% and requests for quarters from above mentioned agencies could not be acceded to, due to lack of enabling provisions in the regulations and the SoP, the Committee recommends to make the eligibility criteria broad-based, to include the above mentioned entities also.

3

P

R

S

M



- 1.8. The procedure followed for maintaining availability report of dwelling units, inspection of quarters by the applicant prior to allotment, allotment process, taking over of quarters by the Customer, handing over of quarter on vacation, process for permitting overstay, eviction of unauthorised occupants of quarters were also reviewed by the Committee and the following recommendations are made.

## 2. Eligibility

- 2.1. Employees of NMPA
- 2.2. Officers and other ranks of CISF Unit, NMPA, Panambur.
- 2.3. Officers and other ranks of Karnataka State Police Force deployed at Panambur.
- 2.4. Officers and other ranks of Indian Coast Guard deployed at District Headquarters, Karnataka.
- 2.5. Officers and staff of Mercantile Marine Department posted at Panambur.
- 2.6. Officers and staff of Inspectorate of Dock Safety posted at Panambur.
- 2.7. Officers and staff of Indian Railways posted at Panambur.
- 2.8. Officers and staff of Customs House, Mangalore
- 2.9. Officers and staff of Directorate of Plant Protection Quarantine & Storage.
- 2.10. Officers and staff of State Govt. and Central Govt. departments, associated with NMPA, working at Panambur.
- 2.11. Officers and staff of PSU and Central / State Autonomous Bodies associated with NMPA.
- 2.12. Officers and staff of Postal department posted at Panambur.
- 2.13. Teaching and non-teaching staff of Kendriya Vidyalaya No. 1 Panambur
- 2.14. Teaching and non-teaching staff of NMPT English Medium School, Panambur.
- 2.15. Officers and staff of Nationalised Banks at Panambur.
- 2.16. Private Banks which have offices at Panambur.
- 2.17. Employees of the contractors who are exclusively deployed for the works in NMPA.
- 2.18. Employees /Staff of such other Agencies who are in Port related services and posted in Panambur including Employees/ Staff of PPP operators of NMPA.
- 2.19. Home guards deployed in Panambur, through NMPA.

3



### 3. Entitlement

3.1. The entitlement of quarters to NMPA employees shall be as follows:

Sl. No	Type of Residence	Eligible Class and pay scale of employees of the Port(as per wage revision of 01.01.2017)	Eligible Officers of the Port
1	Type I	Class C& D, up to Rs. 29,100	----
2	Type II	Class C& D Rs 29,101 to Rs 37,200	----
3	Type III	Class C& D Rs 37,201 to Rs 46,100	Class I and II
4	Type IV / Type C	Class C& D Rs 46,101 and above	Class I and II
5	Type C+	Class C, Asst.Supdt. and above cadre.	Class I and II
6	Type D		Class I and II
	Type V		Dy. HOD and above.

Note: In respect of Class I & II officers drawing Pay and Allowances at CDA pattern, the equivalency of pay will be determined by the Chairman to determine entitlement of Port Quarter.

3.2. All personnel of CISF Unit, NMPA, are entitled for allotment of Port quarters under the provisions of the MOU signed between NMPA 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. NMPA 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.

3.3. Eligible type of quarters for all other entities listed at para 2 will be at the discretion of Competent Authority for allotting quarters.

### 4. Availability

4.1. Maintenance Division of Civil Engineering Department will ensure serviceability of the vacant quarter. Quarterly report on habitability of

3







dwelling units in NPMA colony will be prepared by Maintenance Division and forwarded to Estate division.

- 4.2. Based on habitability and vacancy of dwelling units, Estate division will submit an availability report of only those dwelling units which are fit for occupation in NPMA colony to Port Authority Coordination (PAC) Section on quarterly basis.
- 4.3. Availability report of dwelling units will be open for scrutiny of applicants, in PAC Section.
- 4.4. Availability report of dwelling units will also be hosted in NMPA web site.
- 4.5. Applicants can request for inspection of quarters before submitting an application for a specific quarter/unit. An applicant has to ensure that the quarters requested is suitable and fit for occupation, before submitting the application.
- 4.6. Any later requests for change of quarters citing condition / serviceability / fitness for occupancy etc. of the allotted quarters will not be entertained.

#### **5. Delegation of Powers for allotment of quarters**

In terms of regulation 3(C) of NMPTE (Allotment of Residences) Regulations 1980, the Chairperson may authorise Secretary NMPA to perform the functions as Competent Authority under the regulations. However in terms of regulation 26 relaxation of any of the provisions of the regulations shall continue with the Chairperson/Board as the case may be.

#### **6. Application for allotment**

- 6.1. NMPA Employees: Applications for allotment/change of quarters shall be submitted in prescribed form to the Secretary, NMPA.
- 6.2. CISF personnel: Application to be made to the Unit Commander/ Deputy Commandant, CISF Unit, NMPA Panambur.
- 6.3. Agencies listed at para 2.3 to 2.15 shall submit application in the prescribed format ( Annexure 19.1 ) to the Secretary, NMPA for allotment of quarters for the desired period. Requests can be for one or more dwelling units. Requests received from the Employers shall only be considered. Requests from employees of these agencies for quarters, directly to NMPA, will not be entertained.
- 6.4. An undertaking / declaration shall be made in the request by the customer to the effect that the rent, utility charges, other applicable charges, taxes, HRA (wherever applicable) shall be promptly paid before the due date.
- 6.5. If any of the Contractors of NMPA require dwelling units for their employees as at para 2.17 above, then the Contractor shall submit the application in the prescribed format (Annexure 19.2 )to the Secretary, NMPA through the contracting department, for allotment of quarters

3

H8

2

A



for the desired period as permissible under the contract. Such application shall be considered only if recommended by the Officer in Charge of the contract.

- 6.6. Agencies listed at paras 2.16 and 2.18 shall apply for dwelling units for their employees in the prescribed format (Annexure 19.3). Requests received from the employers shall only be considered. Employee of these agencies cannot directly apply under this category.
- 6.7. Home Guards deployed in Panambur, through NMPA can apply for quarters in NMPA colony, through their agency.
- 6.8. The request of the customer shall include the full particulars of the occupant including but not limited to the relation between the occupant and customer, particulars of the occupant like name, identity proof, etc. or such other details as desired by NMPA. The request should invariably contain particulars of every occupant of the dwelling unit. Allotment will be made in favour of the customer only duly mentioning the occupant details.

## 7. Procedure for allotment

### 7.1. NMPA Employees:

- 7.1.1. The Section-in-charge of the PAC Section will verify the eligibility, entitlement and Seniority in priority List of the type of quarters, to be allotted to the applicant.
- 7.1.2. 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.
- 7.1.3. The seniority, as per priority list will be matched with the list of vacant quarters in each category for allotment.
- 7.1.4. HOD quarters shall not be mixed with Dy. HOD quarters.
- 7.1.5. Based on availability report as mentioned in Para 4.3, the Section-in-Charge of the PAC will recommend a quarter for allotment as per the entitlement to the particular applicant, for approval of the Competent Authority.
- 7.1.6. On approval of Competent Authority, allotment order shall be issued in the prescribed format (Annexure 19.4 ), to the applicant, through the Head of Department in which the employee is working.
- 7.2. CISF personnel: Unit Commander/ Deputy Commandant, CISF Unit, shall 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 NMPA.
- 7.3. All other entities listed at 2.3 to 2.19
  - 7.3.1. A Customer Number is mandatory for allotment of quarters.

3

~~123~~

A

P

D



7.3.2. If the entity does not have a customer number, PAC section will request EDP section to create Customer Number for the agency, prior to processing the application.

7.3.3. The Section-in-charge shall verify the availability of quarters and obtain approval of the Competent Authority for allotment of quarters.

7.3.4. Allotment order in the prescribed format ( Annexure 19.5 ) shall be issued to the Agency only and not to the employee.

#### **8. Non acceptance of allotment order by the Customer**

8.1. Customer or its nominee occupant shall take over the keys of allotted quarter within 15 days of date of receipt of allotment order, failing which the allotment order stands cancelled without further notice.

8.2. If the Customer is not able to take over keys due to reasons attributable to NMPA, such days will be exempted from calculating the said 15 days period.

#### **9. Handing over**

9.1. Estate Division of NMPA shall be the custodian of Quarters.

9.2. Maintenance Division of Civil Engineering Department shall be responsible for upkeep and maintenance of Quarters.

9.3. On receipt of allotment order, the Customer shall remit the required Security deposit as stated in the allotment order.

9.4. The Customer or its nominee occupant, shall approach Estate division for taking over of allotted quarters with the following documents:

9.4.1. Proof of remittance of SD

9.4.2. Copy of Aadhar card of occupant(s).

9.4.3. Identity card of the occupant (s) showing relationship with the Customer.

9.5. After joint verification of inventory of fixtures and fittings in the quarters, the Customer shall sign:

9.5.1. Inventory statement

9.5.2. Key receipt register

9.6. Possession of quarters shall be handed over to the occupant on signing the key receipt register by the Estate division.

9.7. Prior to occupation of quarter, if the Customer finds that some maintenance work is required in the allotted quarters, he has to make a written request to the maintenance division of Civil/Electrical Engineering department for cleaning/maintenance works. A copy of said request shall be marked to Estate division also. Keys of the quarters shall be handed over to Maintenance division.

9.8. After the maintenances are complete, status will be informed by the Maintenance division to the Estate division.

9.9. The Customer shall take over the key and sign occupation register at Estate division, on the date of occupation.

3

HA

A

C

D



- 9.10. Billing cycle of the quarters will start from the date of occupation or 15<sup>th</sup> day of issue of keys of quarters, whichever is earlier.

**10. Charges payable and periodic billing**

- 10.1. NMPA Employees: Monthly rent payable by NMPA employees shall be HRA+License fee. Charges of utilities is payable as per the consumption or the rates fixed from time to time. All such charges shall be deducted from the monthly salary of the employee. Separate bills will not be generated for the same.
- 10.2. CISF personnel: Monthly rent, license, fee water and electricity charges as applicable as per MoU shall be paid by CISF personnel.
- 10.3. All other entities listed at 2.3 to 2.15
- 10.3.1. Monthly rent payable shall be HRA+License fee. Water and power charges shall be paid extra.
- 10.4. For entity listed at 2.16 to 2.19
- 10.4.1. Market rent fixed by NMPA time to time shall be applicable.
- 10.5. Estate division shall enter details of allotment in the ERP module connected with quarters billing on the date of occupation of quarters by the Customer in line with para 9.10.
- 10.6. Rental bills will be generated on 1<sup>st</sup> week of every month.
- 10.7. The customer will be solely responsible for paying all dues before the due date, including rent, utility charges like power, water, etc. in addition to any other charges made applicable from time to time.
- 10.8. Delay in such remittance beyond the due date, shall attract penalty.
- 10.9. If rents are not paid for 3 consecutive months, then the allotment stand cancelled and the entity will be declared as unauthorized occupant.
- 10.10. The liability of paying bills/dues on quarters shall continue until the surrender of quarters as per section 12 or clearance of dues whichever is later.
- 10.11. In case of entity at 2.17, any lapse in payment of rentals will be intimated by the Estate division to the concerned Department engaging the contractor for recovering the same from his running bills/final bill / Security Deposit, etc. available with NMPA.
- 10.12. Certain Type V/Type D quarters have servant quarters in the same premises. The rent, electricity and water usage charges incurred for such servant quarters shall be paid by the Customer.
- 10.13. At the time of vacation of Port quarters, the Customer will ensure that associated servant quarter is also vacated and all dues are paid.
- 10.14. The monthly rent for the pensioners / transferees shall be the applicable HRA on the last drawn basic+License fee or the market rent fixed by NMPA from time to time whichever is higher, apart from the other applicable charges for power, water, etc.

2

14

A

+

12



**11. Renewal / Extension of allotment**

- 11.1. In case renewal or extension of allotment period is required, the Customer shall submit an application to PAC
- 11.2. The Customer shall be solely responsible for extension of allotment beyond the allotted period.
- 11.3. If the renewal / extension is not obtained before expiry of allotted period, occupation of the premises will be treated as unauthorised occupation.
- 11.4. For entities listed at 2.3 to 2.18, in the event of any change of occupant for any reason, namely transfer, retirement, resignation etc., of the existing occupant, the Customer shall immediately report the same to the PAC section. Details of new occupant shall be provided within seven days of occupation, to update the records at NMPA, failing which it shall be treated as unauthorized occupation.

**12. Surrender of an allotment**

- 12.1. The Customer shall be solely responsible for vacation and surrendering of quarters to NMP Authority on expiry of allotment period.
- 12.2. Customer has the option to surrender the quarters at any point of time during currency of allotment period.
- 12.3. Procedure for surrender of quarters:
  - 12.3.1. A letter conveying intention to surrender the allotted quarter shall be submitted to the Estate Division, duly indicating the date of vacation.
  - 12.3.2. Dues related to rentals and utilities shall be cleared
  - 12.3.3. Joint verification of inventory of fixtures and fittings in the quarters shall be done and the Customer shall sign:
    - 12.3.3.1. Inventory statement
    - 12.3.3.2. Handing over register
  - 12.3.4. Keys taken over by the Customer as per section 9.6 shall be handed over to Estate Division. No due certificate has to be obtained from Finance Dept. in respect of rent, electricity and water. Cost of repairing damages caused to the building shall be recovered from the customer. A no due certificate to this effect shall be obtained from Civil Engineering Dept.
- 12.4. On the date of signing the handing over register, Estate division shall close the account of Customer in ERP.
- 12.5. Vacancy position of the surrendered quarters shall be updated and shall be communicated to PAC in the next quarterly report.

**13. Extended stay in Port Quarters**

- 13.1. This clause is applicable only for applicants covered under regulation 13 of NMPTE (Allotment of Residences) Regulations 1980.
- 13.2. Regulation 13 spells out the effective date up to which the allotment of quarters is permitted. Retention of accommodation on account of

1    C    AB    157



events specified in the table at Regulation 13 shall be strictly adhered to, except in cases specified below:

- 13.2.1. Retention of the quarters and the official vehicle allotted: Quarters and the official vehicle allotted to Chairperson, Dy. Chairperson and CVO shall be retained for a period of one month after transfer/retirement or until new incumbent takes charge whichever is later. However in exceptional circumstances when the new incumbent does not assume the office, the retention can be extended by the Chairperson. Such retention period in any case shall not exceed the permissible retention period under the regulations and during such retention period, the security guard and conservancy staff posting at such eligible official accommodation will continue.
  - 13.2.1.1. If further extension is required beyond the period mentioned at clause 13.2.1, they may be allotted any other quarters subject to payment of applicable charges as specified in clause 13.4.2.
- 13.2.2. Transferees who requires extension of stay in NMPA quarters beyond the permissible retention period under the regulations: The new employer of the transferee (be it a Major Port or any other organisation to which he is on transfer/deputation etc.) is required to submit a request prior to expiry of the applicable normal retention period.
  - 13.2.2.1. In this case the new employer should undertake to pay the applicable rent and other charges directly to NMPA.
- 13.2.3. NMPA Pensioners who requires extension of stay in NMPA quarters beyond the permissible retention period under the regulations: A request seeking extension of stay shall be submitted to PAC section at least two months prior to expiry of the applicable normal retention period.
- 13.3. Extended stay in NMPA quarters shall be permitted based on request from the Customer in case of entities at 13.2.1 and 13.2.3 and from the employer in case of entity at 13.2.2. For each such extension a fresh application has to be submitted.
- 13.4. Charges applicable for extended stay:
  - 13.4.1. Security Deposit: Request for extended stay in Port quarters as stated in clause 13.3 shall be accompanied by security deposit, which shall be equivalent to the rent payable for such requested period or six months applicable rent, whichever is less.
  - 13.4.2. Rent Payable:
    - 13.4.2.1. Normal retention period; Rent = Licence fee.

3

HB

JA

C



13.4.2.2. Beyond normal retention period, for the next four months;  
Rent = 1 X Market Rent or HRA + licence fee on the last drawn basic, whichever is higher.

13.4.2.3. For the next six months beyond 13.4.2.2; Rent = Twice the rent calculated at 13.4.2.2

13.4.2.4. For the period beyond 13.4.2.3; Rent = Thrice the rent calculated at 13.4.2.3.

13.5. NMPA reserves the right to cancel such extension or change the quarters during such extension, if the quarter is required for upkeep & repairs or is required for a serving employee.

13.6. If any other quarter other than the quarter in occupation is allotted, the applicant should immediately shift and vacate the existing quarter, failing which it will be treated as unauthorised occupation.

#### **14. Termination of allotment**

An allotment shall stand terminated on the occurrence of any of the following events:

14.1. Expiry of the period of allotment.

14.2. Non-payment of rent or utility charges for three consecutive months.

14.3. Due to violation of terms and condition of allotment.

14.4. Expiry of retention period prescribed in regulation 13 of NMPTE (Allotment of Residences) Regulations 1980.

14.5. On expiry of termination notice period by NMPA.

14.6. Non occupation of quarter within the time prescribed at para 8.1

14.7. NMPA reserves the right to resume possession of the allotted quarters with two months' notice.

#### **15. Unauthorized Occupation**

15.1. Any entity whose allotment order stands terminated as per clause 14 and continues occupation of quarters, shall be in unauthorised occupation.

#### **16. Penalties**

16.1. Any unauthorized occupation shall attract damages as notified in the allotment order or as arrived in terms of rule 8 of PP rules 1971, whichever is higher, for such period of unauthorized occupation in addition to the applicable monthly rent.

#### **17. Eviction**

17.1. Unauthorised occupant shall be evicted by the Estate Division under the provisions of Public Premises (Eviction of Unauthorized Occupants) Act 1971 and amendments if any, time to time.

#### **18. Repeal and savings**

18.1. This SoP shall be in supersession of the earlier SoP referred in clause 1.2, which stands repealed with immediate effect.

18.2. Notwithstanding the repealing of the earlier SoP all the allotments made under the said SoP shall be deemed to have been made under this

3    





SoP save otherwise in the matters of Security deposit, rents and matters of finance.

- 18.3. The current occupants shall remit the difference of Security deposit of the revised rents within three months from the date of this SoP coming into force.
- 18.4. The current occupants have the option of vacating the quarters within two months from the date of effect of this SoP, in which case the rents and deposits at the time of respective allotment shall be applicable.
- 18.5. This SOP shall be in addition to the provisions of the NMPTE (Allotment of Residences) Regulations 1980. In case of any conflicting points between this SoP and the regulations, the precedence of the Regulations will prevail.


#### 19. Annexures

- 19.1. Application for allotment of quarters for Govt. Departments.
- 19.2. Application for allotment of quarters for NMPA Contractors.
- 19.3. Application for allotment of quarters for other agencies.
- 19.4. Allotment order of quarters for NMPA Employees.
- 19.5. Allotment order of quarters for external entities.

  
Sr.Dy. Secretary

  
Dy. CME

  
AEM Gr.I

  
Dy. CAO

  
AEE(C)