

No. F. 2(37)-E. II(B)/64
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
(Department of Expenditure)

New Delhi, the 27th November, 1965.

OFFICE MEMORANDUM

Subject: Grant of Compensatory (city) allowance and House rent allowance.

In supersession of all orders issued on the above subject from time to time, the President is pleased to sanction the grant of Compensatory (city) allowance and House rent allowance at the following rates to the Central Government servants paid from Civil Estimates and stationed in 'A', 'B-1', 'B-2' and 'C' class cities detailed in Annexure I:-

(i) COMPENSATORY (CITY) ALLOWANCE

<u>Rates of allowances.</u>	<u>Class of city</u>	<u>Pay per month</u> Rs.	<u>Rate of allowance</u> Rs.
	'A'	Below 150	10 per cent of pay subject to a minimum of 7.50 and a maximum of 12.50.
		150 and above.	8 per cent of pay subject to a minimum of 12.50 and a maximum of 75.
	'B-1'	Below 250	7½ per cent of pay subject to a minimum of 6 and a maximum of 15.
		250 and above.	6 per cent of pay subject to a minimum of 15 and a maximum of 50.
	'B-2'	Below 500	5 per cent of pay subject to a minimum of 5 and a maximum of 10.
		500 and above.	Amount by which pay falls short of 509.
	'C'		Nil

Note: Government servants who are allowed the concession of free board and lodging or messing allowance as a condition of service, will be entitled to compensatory (city) allowance at 50 per cent of the above rates.

(ii) HOUSE RENT ALLOWANCE

<u>Class of city</u>	<u>Pay per month</u> Rs.	<u>Rate of allowance</u> Rs.
'A' and) 'B-1')	Below 100	15
	100-3000	15 per cent of pay subject to a minimum of 20 and a maximum of 300.
	Above 3000	10 per cent of pay.

'B-2'	Below 100	10
	100 and above.	10 per cent of pay subject to a minimum of 15 and a maximum of 300.
'C'	Below 500	7½ per cent of pay subject to a minimum of 7.50
	500 and above.	Amount by which pay falls short of 536.

Note: The minimum of Rs. 20 in 'A' and B-1' class cities and of Rs. 15 in 'B-2' class cities does not apply to Government servants drawing pay over Rs. 500 per month. The house rent allowance of such Government servants will be regulated under para 5(a).

Definitions. 2. For purposes of these orders:-

- (a) "Pay" means pay as defined in F.R. 9(21)(a) and shall, in the case of those Government servants who have elected to retain the pre-revised scales of pay under the Central Civil Services (Revised Pay) Rules, 1960, also include "dearness pay" as defined in this Ministry's O.M. No. F.6(5)-E.II/53, dated the 9th May, 1953.
- (b) (i) "RENT" means the charges paid by a Government servant as consideration for unfurnished accommodation occupied by him if he is a tenant, and the gross rental value of the house as assessed for municipal purposes or otherwise without deduction of the rebate of 10 per cent on account of repairs if he is an owner, and shall, in both cases, include municipal and other taxes, except service taxes levied separately and described as such, that are legally payable by the occupier.
- (ii) If furnished accommodation is engaged, the term "Rent" shall mean rent as defined in (i) above reduced by 2½ per cent of the Government servant's pay.
- Note:- Accommodation fitted with electric ceiling fans shall not be treated as furnished if it is otherwise unfurnished.
- (iii) A house in which a refrigerator is provided shall not be treated as furnished, if it is otherwise unfurnished, but in such a case the term "Rent" shall mean rent as defined in (i) above reduced by Rs. 15/-.
- (iv) If furnished accommodation includes a refrigerator the term "Rent" shall mean the figure arrived at after making deductions as at (ii) as well as (iii) above from rent as defined in (i) above.
- (v) In the case of a Government servant who resides in a hostel or a boarding house or resides and boards with a private family as a paying guest, "Rent" shall be taken to be the amount equal to 40 per cent of the lodging and boarding charges or 80 per cent of the lodging charges if boarding is not availed of.
- (c) "FAMILY" means a Government servant's wife/husband, children and other persons residing with and wholly dependent 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 a Government servant except when he is in receipt only of a gross pension (including temporary increase in pension and pension equivalent of death-cum-retirement gratuity or other retirement benefits) not exceeding Rs. 100 per month.

Areas
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admissible.

3. (a) (i) The limits of the locality within which these orders apply shall be those of the named municipality or corporation and shall include such of the suburban municipalities, notified areas or cantonments as are contiguous to the named municipality or corporation or other areas as the Central Government may from time to time, notify.

(ii) The orders contained in this Office Memorandum will automatically apply/ cease to apply to areas which may be included within/excluded from the limits of the named municipality or corporation by the State Government concerned from the date of such inclusion/exclusion.

(b) (i) A Government servant whose place of duty falls within the qualifying limits of a city shall be eligible for both the compensatory (city) and house rent allowance irrespective of whether this place of residence is within such limits or outside.

Note (1): Absence from place of duty during holidays, except those affixed to leave, will not affect the eligibility for the compensatory (city) and house rent allowances.

Note (2): For the period of tour, a Government servant's entitlement to these allowances shall be regulated with reference to his headquarters.

(ii) Government servants whose place of duty is in the proximity of a qualified city, and who, of necessity, have to reside within the city, may be granted the compensatory (city) and house rent allowances admissible in that city. The administrative Ministries/Departments, and the Comptroller & Auditor General in respect of staff serving under him, are authorised to sanction the allowances under this clause provided they are satisfied that -

(1) the distance between the place of duty and the periphery of the municipal limits of the qualified city does not exceed 8 kilometres; and

(2) the staff concerned have to reside within the qualified city out of necessity, i. e. for want of accommodation nearer their place of duty.

(iii) Staff working in aerodromes, meteorological observatories, wireless stations and other Central Government establishments within a distance of 8 kilometres from the periphery of the municipal limits of a qualified city will be allowed house rent and compensatory (city) allowances at the rates admissible in that city even though they may not be residing within those municipal limits, provided that -

(1) there is no other suburban municipality, notified area or cantonment within the 8 kilometres limit; and

(2) it is certified by the Collector/Deputy Commissioner having jurisdiction over the area that the place is generally dependent for its essential supplies, e.g. foodgrains, milk, vegetables, fuel etc., on the qualified city.

Such a certificate will remain valid for a period of three years after which a fresh certificate will be required.

Note: The orders contained in sub-paragraphs (b)(ii) and (b)(iii) above will not apply to establishments entitled to house rent allowance, compensatory (city) allowance, project allowance, remote locality allowance, hill allowance or other such allowances under any other provision of this O.M. or other general or special orders.

Those occupying or refusing Government accommodation not eligible for house rent allowance.

4. The grant of house rent allowance shall be subject to the following conditions:-

- (a)(i) To those Government servants who are eligible for Government accommodation, the allowances will be admissible only if they have applied for such accommodation in accordance with the prescribed procedure, if any, but have not been provided with it.
- (ii) Government servants posted in localities where there is at present no residential accommodation in the general pool owned or requisitioned by the Central Government for allotment to them, need not apply for Government residential accommodation in order to become eligible for house rent allowance. But where Government quarters are available for the staff of specified Departments or for specified categories of staff, the procedure for applying for accommodation will be regulated under the rules of allotment of the Department concerned or of the local office of the Central Public Works Department, as the case may be.
- (b)(i) The allowance shall not be admissible to those who occupy accommodation provided by Government or those to whom accommodation has been offered by Government but who have refused it. In the latter case, the allowance will not be admissible for the period for which a Government servant is debarred from further allotment of Government accommodation under the allotment rules applicable to him.
- (ii) The house rent allowance drawn by a Government servant, who accepts allotment of Government accommodation, shall be stopped from the date of occupation, or from the eighth day after the date of allotment of Government accommodation, whichever is earlier. In case of refusal of allotment of Government accommodation, house rent allowance shall cease to be admissible from the date of allotment of Government accommodation. In case of surrender of Government accommodation, the house rent allowance, if otherwise admissible, will be payable from the date of such surrender.
- (iii) A Government servant debarred from allotment of Government accommodation due to unauthorised subletting will be eligible for house rent allowance during the period of such debarment, subject to the fulfilment of the usual conditions except that the condition that he must have applied for but not provided with Government accommodation will not be enforced in his case.
- (iv) Refusal by a Government servant of a quarter of a different class from that for which he is eligible shall not constitute refusal for the purpose of these orders, unless he has the option to apply for accommodation of a class next below the one to which he is entitled by virtue of his emoluments and he refuses such accommodation when allotted on the basis of his application.
- (v) Refusal by a Government servant of accommodation (other than single room hostel accommodation or hostel accommodation where messing and payment of service charges are compulsory) allotted out-of-turn on his own application shall constitute refusal for the purpose of these orders, even when the accommodation provided is of a lower class than that for which he is eligible.
- (vi) Accommodation (including tents, single-roomed tenements, etc.) provided to displaced Government servants by the Ministry of Rehabilitation under the various housing schemes on payment of rent as fixed by that Ministry will not be treated as Government accommodation for the purpose of these orders and such allottees will be entitled to house rent allowance if otherwise admissible and subject to para 5(a) below.
- (vii) Displaced Government servants who have not been allotted residential accommodation by Government but who are in unauthorised occupation of such accommodation and are paying damages to Government, shall be deemed to have been provided with Government accommodation and as such shall not be eligible for house rent allowance.

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Such persons cannot also be considered as "sharing Government accommodation" for the purpose of paragraph 5(e) below.

(viii) Female Government servants residing in the Western House Hostel and the Working Girls' Hostel, Delhi or elsewhere in Government-run hostels are not entitled to house rent allowance.

(ix) A Government servant who, on transfer, has been permitted to retain Government accommodation at the old station on payment of normal rent or penal rent, will be eligible for house rent allowance at the new station.

(x) A Government servant who was not in occupation of Government accommodation at his old station and who, on transfer, leaves his family behind at the old station because he has not rented a house or has not been allotted Government accommodation at the new station, will be eligible for house rent allowance for a period of two months from the date of his assumption of charge at the new station or till he rents a house or is allotted Government accommodation at the new station, whichever is the earliest. The house rent allowance will not exceed the rate at which it was being drawn by him at the old station or the maximum amount that would have been admissible to him at the new station, had he taken a residence on rent there, whichever is less.

Note 1:-Notwithstanding the provisions of sub-paragraphs (a)(i), (b)(i), (b)(ii), (b)(iv) and (b)(v), Government servants who are eligible for accommodation in the general pool at Delhi, Bombay, Calcutta and Nagpur, and

(i) who do not submit application for such accommodation; or

(ii) who, after submitting applications for such accommodation, refuse to accept accommodation when offered/allotted; or

(iii) who, after having accepted such accommodation, surrender it,

may be paid house rent allowance, if otherwise admissible. This concession is admissible upto the 31st December, 1965.

Note 2:-The orders contained in Note 1 above will also apply to officers entitled to Type I to Type IV quarters in the general pool accommodation at Simla."

Conditions
for drawal
of house
rent
allowance.

5. (a) Subject to the provisions of sub-para (b), no Government servant will draw house rent allowance in excess of the amount by which the rent actually paid by him exceeds 10 per cent of his pay.

(b)(i) If the Government servant sub-lets or shares a part of his accommodation with one or more adults not belonging to his family, whether Government servant(s) or not, a reduction of 40 per cent shall be made from the rent actually paid for the purpose of computing the amount of house rent allowance admissible to him.

(ii) If the sub-tenant or co-sharer is also a Government servant, house rent allowance will be admissible to him also, the amount of such allowance being calculated:

(A) either on the rent actually paid by him to the main tenant; or

(B) on 40 per cent of the rent paid by the main tenant, whichever is less.

Note:- Keeping of servants in the house shall not be deemed to be sub-letting or sharing a part of the accommodation.

(c) A Government servant shall not be entitled to house rent allowance if:

- (i) he shares Government accommodation allotted rent free to another Government servant; or
- (ii) he/she resides in accommodation allotted to his wife/her husband or to his/her parents/ son/daughter by the Central Government, an autonomous public undertakings or semi-Government organisation such as a Municipality, Port Trust, etc.

(d) The present practice of approving the scale of accommodation shall be discontinued. Similarly, the half-yearly verification of rent receipts as a matter of routine shall also be dispensed with. The Head of Office in the case of a non-gazetted Government servant, the Head of the Department in the case of a gazetted Government servant or the administrative Ministry/Department if the Government servant himself is Head of the Department shall, however, have the right to test check the rent receipt and also consider whether the rent claimed is reasonable.

(e) As an exception to sub-paragraphs (a) and (b) above, Government servants drawing pay upto Rs. 500 shall be eligible for house rent allowance at the rates specified in paragraph 1 above even if they share Government accommodation allotted to other Government servants (excluding those mentioned in (c) above) or private accommodation of other Government servants (including those mentioned in (c)(ii) above) subject only to the condition that they pay rent or contribute towards rent or house or property tax but without reference to the amount actually paid or contributed.

Regulation
of allowances
in different
circum-
stances

6. The drawal of compensatory(city) allowance and/or house rent allowance in the following cases shall be regulated as stated below:—

(a) LEAVE

- (i) A Government servant will be entitled to draw compensatory(city) and house rent allowances during leave at the same rates at which he was drawing these allowances before he proceeded on leave. For this purpose leave means total leave of all kinds not exceeding 4 months or, in the case of Government servants governed by the Revised Leave Rules-1933, 120 days and the first 4 months/120 days of the leave if the actual duration of the leave exceeds that period; but does not include leave preparatory to retirement, refused leave or terminal leave, whether running concurrently with the notice period or not. When vacation or holidays are combined with leave, the entire period of vacation or holidays and leave should be taken as one spell of leave.

Note 1. In the case Governments servants who are originally granted leave on medical certificate exceeding four months and have ultimately to retire from Government service on grounds of invalidity, the entire leave thus becoming leave preparatory to retirement, recovery of compensatory (city) and house rent allowances already drawn need not be effected.

Note 2. The drawal of these allowances during periods of vacation whether combined with leave or not shall be regulated in the same way as during leave.

- (ii) The limit of 4 months/120 days shall be extended to 8 months for the purpose of the grant of these allowances in the case of Government servants suffering from T. B., Cancer or other ailments during the period of their leave taken on medical certificates when such certificates are in the forms prescribed under Supplementary Rules 222 to 226 and 229. It is immaterial whether the leave

is on medical certificate from the very commencement or is in continuation of other leave as defined in (i) above. The question whether these allowances may be paid to an officer suffering from T. B., Cancer or other ailments during leave on medical certificate exceeding 8 months shall be decided on merits by the Ministry/Department concerned in consultation with the concerned Expenditure Division in the Ministry of Finance.

- (iii) Drawal of these allowances during the period of leave in excess of first 4 months/120 days shall be subject to furnishing of the certificates prescribed in para 8 (d) below.

(b) JOINING TIME

During joining time, a Government servant shall continue to draw compensatory (city) and house rent allowances at the same rates at which he was drawing these allowances at the station from where he was transferred. Where, however, joining time is affixed to leave, joining time shall be added to the period of 4 months/120 days referred to in (a) above unless in any case it is otherwise expressly provided.

(c) DEPUTATION ABROAD

The officers going abroad on deputation for a period exceeding 4 months shall be eligible to draw compensatory(city) and house rent allowances at the rates admissible to them from time to time at the station from where they proceeded abroad on deputation in the following manner:—

(i) Deputation not exceeding one year.

Compensatory(city) and house rent allowances will be admissible for the entire period of deputation.

(ii) Deputation exceeding one year.

Compensatory(city) and house rent allowances will be admissible for the entire period of deputation only if either family passages to the place of deputation abroad have not been availed of or transfer travelling allowance for the journey of the officer's family from the headquarters in India to the home town/village or to any other station has not been sanctioned or availed of by the family of the deputationist concerned. If, however, a deputationist retains his family at his headquarters in India and draws compensatory(city) and house rent allowances for some time and then applies for family passages to the place of deputation abroad or transfer travelling allowance in respect of his family's journey from the headquarters in India to the home town/village or any other station, he shall refund the amount of compensatory(city) and house rent allowances already drawn before availing of family passages to the place of deputation abroad/transfer travelling allowance for family to his home town/village or any other station in India.

(iii) Deputation initially not exceeding one year but subsequently extended beyond one year.

Compensatory(city) and house rent allowances will be admissible upto the date of orders extending the period of deputation beyond one year. Thereafter, the allowances will be admissible provided the deputationist does not avail of the family passages to the place of deputation abroad or transfer travelling allowance for the journey of his family from his headquarters in India to his home town/village or any other station. Where, however, such a deputationist continues to draw compensatory (city) and house rent

allowances even after the date of orders extending the period of his deputation beyond one year and then decides to avail of family passages to the place of deputation abroad or transfer travelling allowance for his family's journey to his home town/village or any other station, he shall refund the amount of compensatory (city) and house rent allowances drawn after the date of such orders.

(iv) The drawal of allowances under this sub-para will be subject to the production of certificates prescribed in para 8(d) below.

(d) TRAINING ABROAD

A Government servant who is deputed for training abroad under the various training schemes sponsored by the Government of India or operated through non-officials channels shall be entitled to draw (i) compensatory (city) allowance during first six months of absence from his post in India and (ii) house rent allowance during the entire period of such training, at the rates admissible to him from time to time at the station from where he was deputed abroad for training subject to the production of certificates prescribed in para 8(d) below.

(e) TRAINING IN INDIA

A Government servant, whether permanent or temporary, who is sent on training in India, and whose period of training is treated as duty under F. R. 9(6)(b), shall be entitled to draw during the entire period of such training compensatory (city) and house rent allowances at the rates admissible to him, from time to time, at either the place of training or the place of duty from where he proceeded on training, whichever are more favourable to him. For claiming the allowances admissible at the place of duty from where a Government servant proceeded to another station for training, he will be required to furnish the certificate(s) prescribed in para 8(d) below.

Note:- A Government servant who is allowed travelling allowance as on tour and draws daily allowance at the place of training will draw house rent allowance and compensatory (city) allowance only at the rates admissible to him at his headquarters from where he proceeded on training.

(f) SUSPENSION

The drawal of compensatory (city) and house rent allowances to a Government servant under suspension shall be regulated with reference to proviso to F. R. 53(b) and F. R. 54 subject to his furnishing either or both of certificates prescribed in para 8(d) below for drawal of allowances for periods beyond 4 months/120 days from the date of suspension.

Note:- If the headquarters of a Government servant under suspension are changed in the public interest by orders of a competent authority, he shall be entitled to the allowances as admissible at the new station provided he furnishes the requisite certificates with reference to such station.

(g) RE-EMPLOYED PENSIONERS

The drawal of compensatory (city) and house rent allowances in the case of re-employed pensioners shall be regulated as indicated below:-

(a) In the case of officers whose pay plus pension exceeds the sanctioned maximum pay of the post, the allowances will be calculated on that maximum.

(b) In the case of officers whose pay on re-employment in a civil post is fixed without taking into account the entire pension or a part thereof, the amount of pension so ignored shall also not be taken into account for the purpose of the grant compensatory (city) and house rent allowances.

(c) In other cases, the allowances will be calculated on pay plus pension.

(h) PERSONS IN RECEIPT OF EMOLUMENTS FROM FOREIGN GOVERNMENTS.

Persons in receipt of any emoluments of the nature of pay, leave salary or pension from foreign Governments (e.g. Burma, Ceylon, Pakistan, etc.) in addition to pay from the Government of India will, subject to the total emoluments not exceeding the limits prescribed for eligibility of compensatory (city) and house rent allowances, draw these allowances on the basis of their pay from the Government of India.

Note:- For the purposes of sub-paragraphs (g) and (h):

(a) 'Pension' means gross pension including temporary increase in pension and pension equivalent of death-cum-retirement gratuity and other retirement benefits, if any.

(b) The amount of pension will be the amount originally sanctioned (i.e. before commutation, if any) less the amount of pension, if any, held in abeyance as a condition of re-employment.

(i) WOMEN GOVERNMENT SERVANTS NOT PAYING RENT THEMSELVES.

In the case of a married Government servant residing with her husband, and in the case of an unmarried Government servant residing with her father or other members of the family, who are not Government servants, the rent paid by her husband or, as the case may be, by her father or other members of the family, shall be deemed to be the rent paid by her. Such Government servants will be eligible for house rent allowance, if otherwise admissible under these orders.

(j) EX-PART 'B' STATE EMPLOYEES

The drawal of compensatory (city) and house rent allowances in the case of an ex-Part 'B' State employee, who has opted to retain his pre-absorption terms and conditions of service, under this Ministry's O.M. No. 16(2)EIII/52, dated the 18th February, 1952 and who is transferred outside the area of the former Part 'B' State, will be regulated in the following manner:—

(i) if the pre-absorption terms and conditions of service provide for compensatory (city) and house rent allowances at stations outside the ex-Part 'B' State, the employee will be allowed only those rates; and

(ii) if the pre-absorption terms and conditions do not prescribe any such rates, he will be allowed the allowances under these orders:

(k) PERSONS WHOSE LEAVE TERMS ARE NOT REGULATED UNDER THE FUNDAMENTAL RULES OR THE REVISED LEAVE RULES, 1933.

(a) Industrial and other employees, whose leave terms are regulated by special orders and not under the Fundamental Rules or the Revised Leave Rules, 1933, may be granted compensatory (city) and house rent allowances during the first 40 days of leave at the same rates at which they were drawing these allowances before proceeding

on leave. Where, however, under any special orders, such employees are eligible to draw these allowances for periods of leave in excess of 40 days at a time, they will continue to be governed by those orders.

(b) The limit of 40 days shall be extended to 180 days in the case of such employees suffering from T. B. /Cancer/other ailments during their leave taken on medical certificates when such certificates are in the forms prescribed under Supplementary Rules 222 to 226 and 229. It is immaterial whether the leave is on medical certificate from very commencement or it is in continuation of other leave. The question whether the allowances may be paid to an Officer suffering from T. B. /Cancer/or other ailment during leave on medical certificate exceeding 180 days shall be decided on merits by the Ministry/Department in consultation with the Expenditure Division in the Ministry of Finance. Drawal of allowances beyond 120 days will be subject to the furnishing of certificates in para 8(d) below.

Government servants owning houses.

7. (i) A Government servant living in a house owned by him, his wife, children, father or mother shall also be eligible for house rent allowance under these orders. In such cases, the gross rental value of the house or, if he is not in occupation of the entire house, of the portion of the house actually occupied by him, (as ascertained from its assessed value for municipal purposes or otherwise) without deduction of rebate of 10 per cent on account of repairs and including municipal and other taxes that are legally payable by the owner other than "service taxes" levied separately and described as such, shall be taken as the rent paid by him for private accommodation for the purpose of these orders.

When separate amount of assessed value is not available in respect of a portion of a house, it will be calculated proportionately with reference to the plinth area actually in the occupation of a Government servant.

(ii) In the case of a Government servant living in a house owned by a Hindu undivided family in which he is a coparcener, house rent allowance will be regulated with reference to the gross rental value, as in (i) above, of the portion of the house actually in his occupation and not on the basis of the rent which he claims to pay to the Manager of the Hindu undivided family.

Note:- The grant of house rent allowance to Government servants referred to in (i) and (ii) above will be subject to the fulfilment of the same conditions as apply to Government servants residing in private rented accommodation.

(iii) In case of a Government servant who owns a house at a place of duty but resides in a rented house instead, house rent allowance shall be paid in respect of the rented house, if otherwise admissible.

Certificates

8. (a) Every Government servant shall furnish, along with his first claim for house rent allowance and also in January and July each year, a certificate in the form given in Annexure II-A, II-B, III-A or III-B whichever is applicable to him. If, however, there is a change in any of the provisions of the certificate last given, resulting in increase or decrease of the allowance payable to him, a fresh certificate should be furnished as soon as the change occurs.

(b) While non-gazetted officers shall furnish the requisite certificates to their Head of Office, gazetted officers shall furnish the same to their Audit Officers along with their first claim for house rent allowance and also attach them with their pay bills for January and July each year.

(c) The following certificates shall be endorsed in January and July each year by the drawing and disbursing officer on the bill in which the compensatory (city) and house rent allowances of non-gazetted officers are drawn by them:

(i) "Certified that in the case of all Government servants for whom compensatory (city) and/or house rent allowances are drawn in this bill, the eligibility for the allowances(s) has been verified with reference to paragraph 3 of the Government of India, Ministry of Finance O. M. No. 2(37)E. II(B)/64, dated the 27-11-1965."

(ii) "Certified that the Government servants for whom house rent allowance is drawn in this bill (have applied for but) have not been provided with any Government accommodation".

(iii) "Certified that the certificates prescribed by Government have been obtained from the Government servants for whom house rent allowance has been drawn in this bill and I am satisfied that the claims are in accordance with the orders in force."

Note:- The words shown in the bracket in clause (ii) may be omitted if the Government servants for whom the allowance is drawn are not eligible for Government accommodation or if their cases are covered by the Notes under paragraph 4 above.

(d) The certificates required under sub-paras a(iii), c(iv), (d), (e), (f), and (k) of para 6 will be as follows:-

(I) For drawal of compensatory (city) allowance.

The Government servant concerned or his family or both continued, for the period for which compensatory (city) allowance is claimed, to reside at the same station (whether within its qualifying limits or in an adjoining area) from where he was placed proceeded on leave/ under suspension deputation abroad/training.

(II) For drawal of house rent allowance.

The Government servant concerned continued for the period for which house rent allowance is claimed, to retain the house at the same station (whether within its qualifying limits or in an adjoining area) from where he was placed under suspension proceeded on leave/deputation paid rent for it and did not sub-let whole of it. abroad/training,

Note 1:-The words "adjoining area" used in the above certificates refer to an area from which a Government servant normally attends to his duties.

Note 2:-If a part of an accommodation is sub-let by a Government servant during the events referred to in the sub-paras quoted above, his house rent allowance will be regulated in the manner prescribed in paragraph 5(b)(i) above.

9. These orders will take effect from the 1st December, 1965.

10. These orders will not apply to -

(a) Government servants appointed on ad hoc or personal rates of pay unless the orders sanctioning their appointment specifically provide for the drawal of compensatory (city) and house rent allowances in addition to pay.

(b) Government servants who are entitled to house rent allowance in lieu of rent free accommodation as a condition of service.

(c) Staff paid out of contingencies (i. e. casual employees/labour) referred to in this Ministry's O. M. No. F. 11(5)E. III/61, dated the 15th December, 1962.

(d) Government servants stationed at hill stations, remote localities, unhealthy localities, Goa, Daman and Diu except to the extent indicated in the separate orders relating to the grant of compensatory allowances at such stations.

11. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.



(K. N. Singh)

Deputy Secretary to the Government of India.

To

All Ministries, etc. of the Government of India.

List of A, B-1, B-2 and C class cities

Name of State	Class of cities			
	A	B-1	B-2	C
Andhra Pradesh	-	Hyderabad	-	Adoni, Anantapur, Bandar (Masulipatam), Eluru, Guntur, Kakinada, Kothagudem, Kurnool, Nellore, Nizamabad, Proddatur, Rajahmundry, Tenali, Vijayawada (Bezwada), Vijayapuri, Vizianagaram, Visakhapatnam, (Vizagapatam), Warangal
Bihar	-	-	-	Arrah, Bhagalpur, Bihar, Chapra, Darbhanga, Dhanbad, Gaya, Jamshedpur, Monghyr-Jamalpur, Muza-ffarpur, Patna, Ranchi
Delhi	Delhi	-	-	-
Gujarat	-	Ahmedabad	-	Baroda, Bhavnagar, Broach, Godhra, Jamnagar, Junagadh, Morvi, Nadiad, Navsari, Patan, Porbandar, Rajkot Surat, Veraval,
Jammu & Kashmir	-	-	-	Jammu, Srinagar
Kerala	-	-	-	Alleppey, Cochin, Calicut (Kozhikode), Kottayam, Palghat, Trichur, Trivandrum, Quilon
Madhya Pradesh	-	-	-	Bhopal, Bhilainagar Industrial Township, Bilaspur, Burhanpur, Gwalior (Lashkar), Indore, Jabalpur, Khandwa, Raipur, Ratlam, Sagar, Ujjain.
Madras	Madras	-	Madurai	Aruppukkottai, Coimbatore, Cuddalore, Dindigul, Erode, Gudiyatham, Kancheepuram, Karur, Kumbakonam, Mayuram, Nagercoil, Nagapattinam, Pollachi, Pudukkottai, Rajapalayam, Salem, Thanjavur (Tanjore), Tiruchirapalli (Trichinopoly), Tiruppur, Tirunelveli, Tuticorin, Vellore, Valparai, Virudhunagar.

Maharashtra	Bombay	Poona	Nagpur	Ahmednagar, Akola, Amravati, Aurangabad, Barsi, Bhusawal, Chanda, Dhulia, Gondia, Ichalkaranji, Jalgaon, Jalna, Kalyan, Kolhapur, Malegaon, Nanded, Nasik, Sangli-Maranjapur, Sholapur, Ulhasnagar.
Mysore	-	Bangalore	-	Belgaum, Bellary, Bijapur, Davangere, Gadag-Betgeri, Gulbarga, Hospet, Hubli-Dharwar, Kolar Gold Fields, Mangalore, Mysore, Raichur, Shimoga.
Orrisa	-	-	-	Behrampur, Cuttack, Puri, Rourkela.
Pondichery	-	-	-	Pondicherry.
Punjab	-	-	-	Ambala, Amritsar, Bhatinda, Bhiwani, Batala, Chandigarh, Ferozepur, Hoshiarpur, Hissar, Jullundur, Karnal, Ludhiana, Panipat, Patiala, Rohtak, Yamunanagar.
Rajasthan	-	-	Jaipur	Ajmer, Alwar, Beawar, Bikaner, Ganganagar, Jodhpur, Kota, Sikar, Udaipur.
Uttar Pradesh	-	Kanpur	Agra, Allahabad, Lucknow, Varanasi (Banaras)	Aligarh (Koil Aligarh), Amroha, Bahraich, Bareilly, Budaun, Dehra Dun, Etawah, Faizabad-cum-Ayodhya, Farrukhabad-cum-Fatehgarh, Firozabad, Ghaziabad, Gorakhpur, Hapur, Hardwar, Hathras, Jaunpur, Jhansi, Mathura, Meerut, Mirzapur, Moradabad, Muzaffarnagar, Pilibhit, Rampur, Saharanpur, Shahjahanpur, Sambhal, Sitapur
West Bengal	Calcutta	-	-	Asansol, Bally, Barrackpur, Bankura, Berhampur, Basirhat, Bhatpara, Burdwan, Chandernagore, Halisahar, Hooghly-Chinsurah, Kanchrapara, Kamarhati, Kharagpur, Krishnanagar, Midnapur, Nabadwip, Naihati, Panihati, Serampur, Siliguri, Santipur, Titagarh.

(Reference paragraph 8 of the Office Memorandum)

CERTIFICATE TO BE FURNISHED BY A GOVERNMENT SERVANT
DRAWING PAY UPTO Rs.500.00 P. M. FOR THE GRANT OF HOUSE
RENT ALLOWANCE IN TERMS OF PARAGRAPH 5(e) OF THE
OFFICE MEMORANDUM

(1) I certify that I (have applied for Government accommodation in accordance with the prescribed procedure but) have not been provided with Government accommodation (have refused the allotment of)* during the period in respect of which the allowance is claimed.

(2) I certify that I am incurring some expenditure on rent. contributing towards rent.

(3) I certify that I am not sharing accommodation allotted to my parent (child) or wife (husband) by the Central Government, an autonomous public undertaking or semi-Government organisation such as municipality, port trust etc., /allotted rent free to another Government servant.

* The words shown in brackets may be omitted if the Government servant is not eligible for Government accommodation or if his case is covered by Notes under paragraph 4(b) of the Office Memorandum.

ANNEXURE II-B

(Reference paragraph 8 of the Office Memorandum)

(CERTIFICATE TO BE FURNISHED BY A GOVERNMENT SERVANT
DRAWING PAY UPTO Rs.500.00 P. M. FOR THE GRANT OF HOUSE
RENT ALLOWANCE IN TERMS OF PARAGRAPH 7 READ WITH
PARAGRAPH 5(e) OF THE OFFICE MEMORANDUM.

(1) I certify that I (have applied for Government accommodation in accordance with the prescribed procedure but)* have not been provided with Government accommodation (have refused the allotment of)* during the period in respect of which the allowance is claimed.

(2) I certify that I am residing in a house owned by me/my wife/husband/son/daughter/father/mother/Hindu undivided family in which I am a coparcener.

(3) I certify that I am paying/contributing towards house or property tax.

* The words shown in brackets may be omitted if the Government servant is not eligible for Government accommodation, or if his case is covered by Notes under paragraph 4(b) of the Office Memorandum.

(Reference paragraph 8 of the Office Memorandum)

CERTIFICATE TO BE FURNISHED BY A GOVERNMENT SERVANT DRAWING PAY ABOVE Rs. 500.00 P.M. FOR THE GRANT OF HOUSE RENT ALLOWANCE IN TERMS OF PARAGRAPH 5 OF THE OFFICE MEMORANDUM.

(1) I certify that I am residing *in a rented house (address of premises) as a sub-tenant in a house (address of premises) rented by another Government servant, viz...... (name, designation and office).

from the _____ to the _____ and I am paying monthly rent of Rs. _____. This includes/does not include

- (a) rent of refrigerator (if otherwise unfurnished) Rs. 15/-
- (b) rent of furniture at 2½ % of my pay Rs.
- (c) occupier's share of municipal and other taxes not legally payable by the tenant; Rs.
- (d) service taxes levied separately and described as such Rs.

for the period _____.

- (2)* I certify that I am myself not a sub-tenant of another Government servant.
- (3)* I certify that accommodation in respect of which the allowance is claimed is not sublet or occupied normally by others who do not belong to my family.
- (4) I also certify that I (have applied for Government accommodation in accordance with the prescribed procedure but)** have not been provided with Government accommodation during (have refused the allotment of)** the period in respect of which the allowance is claimed.

* Delete whichever sub-clause is not applicable.
 * Delete if not applicable.
 ** The words shown in brackets may be omitted if the Government servant is not eligible for Government accommodation or if his case is covered by Notes under paragraph 4(b) of the Office Memorandum.

HOUSE RENT ALLOWANCE CLAIMED

CASES IN WHICH ACCOMMODATION IS NOT SUBLET/OCCUPIED BY NON-FAMILY MEMBERS

Monthly rent paid excluding sub-items (a), (b), (c) and (d) of item (1) above	=	Rs. X
10 % of pay	=	Y
House Rent allowance claimed	=	X - Y (subject to prescribed ceiling)

CASES IN WHICH ACCOMMODATION IS SUBLET/OCCUPIED BY NON-FAMILY MEMBERS

	Rs.
Monthly rent paid excluding sub-items (a), (b), (c) and (d) of item (1) above	= X
Rent to be taken	= $\frac{3X}{5}$
10 % of pay	= Y
House Rent Allowance claimed	= $\frac{3X}{5} - Y$ (subject to prescribed ceiling).

ANNEXURE III-B

(Reference paragraph 8 of the Office Memorandum)

CERTIFICATE TO BE FURNISHED BY A GOVERNMENT SERVANT DRAWING PAY ABOVE Rs. 500.00 P. M. FOR THE GRANT OF HOUSE RENT ALLOWANCE IN TERMS OF PARAGRAPH 7 READ WITH PARAGRAPH 8 OF THE OFFICE MEMORANDUM

(1) I certify that I am residing in a house owned by me/my wife/son/daughter/father/mother/Hindu undivided family in which I am a coparcener, _____ (address of premises) from the _____ to the _____ and that the monthly gross rental value thereof as assessed for municipal purpose or otherwise (without deduction of the rebate of 10 % on account of repairs) is Rs. _____ This includes/does not include

- (a) Municipal and other taxes payable by the owner Rs. _____
 (b) service taxes levied separately and described as Rs. _____ } *

for the period _____

(2) I certify that accommodation in respect of which the allowance is claimed is not occupied normally by others who do not belong to my family.

(3) I also certify that I (have applied for Government accommodation in accordance with the prescribed procedure but) have not been provided with Government accommodation (have refused the allotment of) during the period in respect of which the allowance is claimed.

Delete whichever sub-clause is not applicable.

Delete if not applicable.

The words shown in brackets may be omitted if the Government servant is not eligible for Government accommodation or if his case is covered by Notes under paragraph 4(b) of the Office Memorandum.

HOUSE RENT ALLOWANCE CLAIMEDCASES IN WHICH ACCOMMODATION IS NOT OCCUPIED BY NON-FAMILY MEMBERS

	Rs.
Monthly rental value including sub-item (a) but excluding sub-item (b) of item (1) above	= X
10 % of pay	= Y
House rent allowance claimed	= X - Y (subject to prescribed ceiling)

CASES IN WHICH ACCOMMODATION IS OCCUPIED BY NON-FAMILY MEMBERS

	Rs.
Monthly rental value including sub-item (a) but excluding sub-item (b) of item (1) above	= X
Rent to be taken	= $\frac{3X}{5}$
10 % of pay	= Y
House rent allowance claimed	= $\frac{3X}{5} - Y$ (subject to prescribed ceiling)

Rs. for