



## **STANDING ORDER NO. FINANCE/01/2024**

### **ALLOTMENT OF QUARTERS ON THE CHARGE OF THE DELHI POLICE.**

#### **1. GENERAL**

This Standing Order deals with the allotment of quarters which are at the disposal of the Delhi Police.

#### **2. DEFINITIONS**

In this Standing Order, unless the context otherwise requires-

- (i) **“Delhi”** means the area within the limits of the NCT of Delhi & NCR.
- (ii) **“Family”** means wife or husband, as the case may be, and includes parents, children, step-children, legally adopted children, brothers and sisters ordinarily residing with and wholly dependent on the allottee.
- (iii) **“Quarter”** means accommodation of any kind which is used for the purpose of family living under Delhi Police.
- (iv) **“Sub-letting”** means allowing the use of quarter by the allottee with or without payment of rent by any person other than a family member or a casual guest.
- (v) **“Casual guest”** means a person whose period of stay with the allottee is not likely to exceed one (01) month, provided that this time limit shall not apply to students/patients from blood relations, visiting and staying with the allottee concerned for purposes of studies/treatment for whose prolonged stay, the allottee concerned, shall be duty bound to inform the Allotment Officer, indicating the approximate period.
- (vi) **“Allotment”** means the grant of a license to occupy a quarter on the charge of the Delhi Police in accordance with the provisions of this Standing Order.

- (vii) “Allotment Officer” means the Deputy Commissioner of Police, General Administration.

**Duties & Powers of the Allotment Officer**

- (a) To sign the order of allotment of all types of quarters.
- (b) To cancel the order of allotment/initiate eviction proceedings of quarters in case of retirement/death/removal/dismissal and termination of service of an allottee or on surrender/non acceptance of quarter by an allottee.
- (c) To cancel the order of allotment after calling explanation/show causenotice etc. on receipt of a report/complaint (wherein violation of any provision of this Standing Order and terms & conditions has been reported/alleged).
- (d) To grant permission for retention of quarter after retirement/death/removal/dismissal and termination of service of an allottee etc.
- (e) To invoke debar condition in respect of an allottee.

**3. ELIGIBILITY**

- (i) All cadres of Delhi Police including those on deputation to Delhi Police, shall be eligible for allotment of a quarter. However, no application shall be entertained for allotment/change of a quarter within one (01) year of the date of superannuation.
- (ii) The officers of other State/UTs, after induction into IPS/AGMUT cadre, if posted in Delhi Police, can be allotted quarter as per their entitlement and availability. However, the officers will have to vacate the quarter within one (01) year, further extendable upto two (02) years by Special CP/P&FD, if he/she is transferred outside Delhi Police.

**4. ENTITLEMENT FOR VARIOUS TYPES OF QUARTERS**

Unless provided otherwise by this Standing Order, an applicant's entitlement for allotment of a quarter, will be in accordance with the table given below:

Type of Quarter	Level in the pay matrix
Type-I	Level – 1 & 2
Type-II	Level – 3 & 4
Type-III	Level – 5, 6 & 7
Type-IV	Level – 8, 9 & 10

Type-V	Level – 11 & 12
Type-VI	Level – 13 and above

**Note: An applicant shall be allowed to bid only for one type lower accommodation, than the type eligible.**

**5. PRIORITY DATE**

For deciding the seniority for allotment of quarter:

**For Type - I & Type - II Qtrs.**

I	<b>“Date of Enlistment”</b> The one who has joined earlier, will be considered senior. If same, then -
II	<b>“Date of Birth”</b> The one who is born earlier, will be considered senior. If same, then -
III	<b>“Date &amp; Time of Bidding on the QAC website”</b> The one who bids earlier, will be considered senior.

**For Type - III Qtrs.**

I	<b>“Present Pay Level”</b> The one having higher pay level, will be considered senior. If same, then -
II	<b>“Date of drawing Present Pay Level”</b> The one who has started drawing the present pay level earlier, will be considered senior. If same, then -
III	<b>“Present Regular Rank”</b> The one who has higher regular rank, will be considered senior. If same, then -
IV	<b>“Date of Regular Promotion in the present rank”</b> The one who has got regular promotion in the present rank earlier, will be considered senior. If same, then -
V	<b>“Basic Pay in the present Pay Level”</b> The one who has higher basic pay in the present pay level, will be considered senior. If same, then -
VI	<b>“Date of Enlistment”</b> The one who has joined earlier, will be considered senior. If same, then -
VII	<b>“Date of Birth”</b> The one who is born earlier, will be considered senior. If same, then -

VIII	<b>"Date &amp; Time of Bidding on the QAC website"</b> The one who bids earlier, will be considered senior.
------	--

**For Type - IV & above Qtrs.**

No.	For Gazetted Officers	For Non-Gazetted Officers
I	<b>"Present Pay Level".</b> The one having higher pay level, will be considered senior. If same, then -	<b>"Present Pay Level".</b> The one having higher pay level, will be considered senior. If same, then -
II	<b>Sequence of Priority will be :</b> (1) IPS (2) DANIPS (3) Other GOs If "Pay Level" & "Cadre" are same, then -	<b>"Present Regular Rank".</b> Sequence of Priority will be : (1) Inspector (2) Sub-Inspector (3) Other Non-GOs If "Pay Level" & "Rank" are same, then -
III	<b>"Year of allocation"</b> in the particular service (IPS/DANIPS). The one having earlier "Year of Allocation", will be considered senior. If same, then -	<b>"Date of getting regular promotion in the Present Rank".</b> The one who has got regular promotion in the present rank earlier, will be considered senior. If same, then -
IV	<b>"Inter-se-seniority"</b> in the particular service (IPS/DANIPS). The one who has higher inter-se-seniority will be considered senior.	<b>"Date of Birth".</b> The one who is born earlier, will be considered senior. If same, then -
IV	-	<b>"Date &amp; Time of Bidding on the QAC website"</b> The one who bids earlier, will be considered senior.

**6. PROCEDURE FOR APPLYING & ALLOTMENT OF GOVT. QUARTERS**

- (i) Quarters will be allotted through an online bidding procedure. All applicants will need to first get themselves registered on the QAC website which is **<https://qac.delhipolice.gov.in>**. Applicants will be able to register themselves on the QAC website from the 1<sup>st</sup> to 25<sup>th</sup> day of every month.
- (ii) Applicants can get themselves registered on the QAC website simply by entering their PIS numbers. As soon as the PIS number

is entered, an OTP will be generated and sent to the registered mobile number on Intra DP/email id of the applicant.

- (iii) As soon as the applicant enters the OTP, all the requisite details get fetched from Intra DP on his/her registration form. The applicant can check his/her details and thereafter when he/she clicks on the “submit” button, his/her registration form gets transferred to the concerned HACR for verification & approval.
- (iv) Registration will be considered “successful” only after the details mentioned in the registration form are “Approved” by the concerned HACR.
- (v) An applicant will be able to take part in the bidding process only after he/she gets himself/herself successfully registered on the QAC website.
- (vi) The bidding process for allotment of quarters will be held from the 1<sup>st</sup> to 9<sup>th</sup> day of every month. Only those applicants whose “Registration” is approved by the concerned HACRs till the last day of the previous month will be able to participate in the bidding process starting on the 1<sup>st</sup> day of the next month. Therefore, HACRs of Districts/Units must ensure that all the requests received by them from applicants, for “Registration”, are “Verified” & “Approved” by them well in time i.e. before the end of the month.
- (vii) Only those quarters which have been marked as “Vacant & Livable” by the Estate Officers based on the report ‘Sub-Committees’ formed at the level of Distt./Unit as ordered vide No. 18471-521/DA-V/L&B Cell/PHQ dated 18.09.2023, till the last day of the previous month, will be picked up by the QAC software, for inclusion in the bidding process starting on the 1<sup>st</sup> day of the next month. Only those quarters under major repair taking more than 90 days should be excluded.
- (viii) While participating in the bidding process, an applicant can see the list of the vacant quarters as per his/her eligibility. The website will show only those quarters for which the applicant is eligible to apply.
- (ix) Applicants are advised to have a good look at the “vacant & livable” quarters before finally marking his/her choices, during the bidding process, in order to avoid cancellation of the allotment at a later stage as well as “Debarment” for a period of one (01) year.
- (x) Applicants can give upto a maximum of ten (10) preferences of quarters.
- (xi) Applicants can see his/her seniority for a particular quarter and can change one’s preference during the period of bidding i.e. 1<sup>st</sup> to 9<sup>th</sup> day of every month.

- (xii) If an applicant does not bid during any month, he/she will not be considered for allotment in that month even though his/her registration may be valid. There shall be no waiting list. Every applicant who is interested in allotment of a quarter to him/her, shall have to participate in the bidding process during the prescribed period.
- (xiii) Applicants are advised to ensure updating of their profile/particulars on Intra DP as well as on the "Registration" module of QAC website by the concerned HACR whenever there is any change in their profile relating to promotion, pay level, basic pay etc.
- (xiv) A list of allotted quarters must be uploaded on the QAC website. Information regarding allotment of Govt. Qtr. will be provided to the allottee concerned on his/her registered mobile No. through SMS.
- (xv) Allottees will have to convey "online" acceptance of the quarter allotted to them within fifteen (15) days of the issue of the allotment order.
- (xvi) If acceptance of the allotment is not done within fifteen (15) days from the date of issue of the allotment order, the allotment will automatically get cancelled on the next day i.e. on the 16<sup>th</sup> day of issue of the allotment order and such allottee shall be debarred from allotment of a quarter for a period of one (01) year from the date of cancellation of allotment.
- (xvii) Every allottee must take physical occupation of the quarter allotted to him/her within fifteen (15) days of conveying his/her acceptance. Failure to do so will result in cancellation of the allotment on the very next day i.e. immediately after expiry of the stipulated period of fifteen (15) days and such allottee shall be debarred from allotment of a quarter for a period of one (01) year from the date of cancellation of allotment.
- (xviii) At the time of taking physical occupation, an allottee will lodge a DD entry in the Roznamcha of the concerned PS/PC. Thereafter, the concerned Estate Officer will enter the DD No. & Date on the QAC website immediately. "Keys" of the allotted quarter to an allottee shall be handed over only after making necessary "occupation" entry on QAC website. As soon as it is done, the software will generate an occupation slip. The Allottee/Estate Officer as well as the QAC staff shall maintain a print out of the same for official correspondence.
- (xix) (a) In case the allotted quarter is not found ready for immediate occupation, on recommendation of DPHCL being the maintenance

agency, the Allotment Officer shall issue a "Technical Occupation Report" to the allottee on the basis of "Acceptance of Allotment".

(b) DPHCL shall take all endeavors to complete the repair work within 90 days.

(c) Once the repair work is completed and the quarter is ready for occupation, the DPHCL shall issue a certificate of 'Completion of Repair Work' to the concerned Estate Officer/QAC and allottee. The quarter shall then be handed over to the allottee for physical occupation by the QAC. On receipt of certificate of 'Completion of Repair Work', the allottee must occupy the allotted quarter within 07 days. Failure to do so will result in cancellation of the allotment and such allottee shall be debarred from allotment of a quarter for a period of one (01) year from the date of cancellation of allotment.

(xx) On receipt of information regarding allotment, occupation, vacation and cancellation of quarter, the Head of Office of the pay allocation District/Unit of the allottee will ensure proper record keeping in the Intra DP page, service record as well as salary account of the concerned individual. The information regarding allotment, occupation and cancellation of quarters will be sent by the QAC/PHQ to the concerned Heads of Offices of the pay allocation Districts/Units and other concerned offices for informing the allottees, for deduction of HRA and recovery of dues etc.

(xxi) (a) Where an allottee, who is in occupation of a quarter, is allotted another quarter and he/she occupies the new quarter, the allotment of former quarter shall be deemed to have been cancelled from the date of occupation of the new quarter.

(b) Where an allottee, who is in occupation of a quarter, is allotted another quarter and takes physical occupation of new quarter, he/she will have to deposit requisite NOCs and vacate the previous quarter within fifteen (15) days from the date of physical occupation of new quarter.

(c) Provided further that if the previous quarter is not vacated within a period of fifteen (15) days or the quarter has pending dues, the allottee without prejudice to disciplinary action that may be taken against him/her, shall also be liable to pay damages for use and occupation of the previous quarter, as may be determined by the Allotment Officer based on charges fixed by the Ministry of Housing and Urban Affairs, Govt. of India, Directorate of Estate for GPRA quarters from time to time with effect from the 16<sup>th</sup> day from the date of physical occupation of the new quarter. In such cases, both the quarters shall be deemed to be cancelled.

- (xxii) Initial allotment as well as change of quarter shall be strictly in accordance with the "Seniority" of the applicants who are bidding.
- (xxiii) The allottee shall be personally liable for the payment of license fee, wherever applicable.
- (xxiv) Deduction of HRA & recovery of License Fee, if applicable, shall be done from the date of physical occupation of quarter/issue of certificate of 'Completion of repair work' of a quarter. Similarly, the quarter will be deemed to be occupied for the purpose of HRA/damage charges/license fees, till the NOCs of electricity, water & gas are submitted by the allottee at the time of vacation/surrender of the quarter.
- (xxv) No request shall be considered for allotment of any quarter which is occupied or in anticipation of a quarter likely to fall vacant.
- (xxvi) Request for reconsideration in cases of non-acceptance of allotment of quarter within the specified time, shall be considered by the Allotment Officer if an application for reconsideration is made before the next bidding cycle, in the following cases:
  - a) Any technical fault in QAC website.
  - b) The allottee remained on outstation for law & order duties/official tour/medical exigency during the acceptance period.
  - c) Any application received in the QAC must be acted upon and processed within 07 days under intimation to the concerned failing which the concerned officials of QAC will be held responsible for the delay and liable for disciplinary action.

## **7. INTERPOOL CHANGE OF QUARTERS**

The IPS/DANIPS officers who are posted in Delhi Police and having Pay Level-12 & above and are in occupation of a quarter of Directorate of Estates, can apply for Inter-pool change of quarter. However, such requests will be considered on merits subject to availability of quarter of same type.

## **8. OUT OF TURN ALLOTMENT**

- (i) **(a) By the Commissioner of Police, Delhi :** The Commissioner of Police, Delhi may allot a quarter on "Out of Turn" basis, on compassionate/humanitarian/operational grounds upto 5% of total available quarters.
- (b)** Some Police Officers/Personnel/MTS appear in CP's "OPEN HOUSE" in connection with allotment/change/regularization of Govt. quarter. On receipt of written communication from CP's



Open House, such cases (except on medical grounds) will be decided by a Committee consisting of following members :

1. Spl. CP/P&FD
2. Joint CP/HQ
3. DCP/GA

\* The quota so approved should be within the 5% of out-of-turn allotment of quarters.

- (ii) **By the Medical Committee:** Out of turn allotment on medical grounds will be made through a committee comprising of officers nominated by the Commissioner of Police, Delhi from time to time. The Medical Committee will also have a police officer with medical background. The meeting of the Medical Committee will be held every month, preferably on any day between 20<sup>th</sup> to 25<sup>th</sup> day of the month.
- (a) The allotment on medical grounds shall be made in case the applicants, or their spouses, dependent children or dependent parents are suffering from any of the following diseases:
- Tuberculosis : Pulmonary tuberculosis (serious cases only),
  - Cancer cases : Malignant neoplasm
  - Heart ailments (of an extremely serious nature),
  - Physically challenged persons on certificate of more than 40% disability issued by the competent authority authorized by Govt. of India & recommending such a change is forwarded.
- (b) List of diseases, on the basis of which discretionary allotment may be considered as above, is not an exhaustive one. The Medical Committee may consider any other life threatening diseases or other serious diseases/disabilities causing permanent impairment, for this purpose.
- (c) In cases where disability of dependent parents is the sole ground for asking for discretionary allotment, the Medical Committee should consider the facts and circumstances along with merits of each case carefully, before making their recommendations.
- (d) Requirements for processing the case for out of turn allotment on Medical Grounds :
- (i) Medical certificate from a board constituted for the purpose from Safdarjung Hospital or Dr. Ram Manohar Lohia (RML) Hospital in Delhi.

- (ii) The original medical certificate from the given hospital should not be more than one year old.
- (iii) Such medical certificate should also carry the signatures of the patient and his/her photograph pasted on it duly attested by the authority issuing the medical certificate. The number of the CGHS Card of the applicant who is applying for allotment on medical grounds should also be indicated in the medical certificate.
- (iv) The request of the applicant should contain specific reasons for seeking out of turn allotment on medical ground.
- (v) Full particulars of present address/quarter and details of family members living with the applicant. An attested copy of Ration Card or certificate of family details/CGHS Card should be enclosed with the request. Whether a house is owned by an applicant in his/her spouse or children/dependent's name in Delhi/NCR etc. may also be mentioned.
- (vi) Out of turn allotment on medical grounds shall be given to an individual only once in his/her service career.
- (vii) A certificate that the applicant has not applied earlier for out of turn allotment on medical grounds. In case he/she has applied earlier, he/she has to furnish full details.
- (viii) In the case of T.B, X-ray taken not more than a month prior to the date of application should be enclosed. The X-ray should contain the name of the patient & date of taking the X-ray.
- (ix) Full photographs showing the extent of the deformity duly attested by the doctor concerned.
- (x) A certificate to the effect that his/her father/mother/unmarried sister/divorcee sister is dependent on him/her.
- (xi) Applicants who are not having any official quarter and apply afresh for allotment of quarter on medical grounds, on out of turn basis, the Medical Committee shall consider discretionary allotment in the next below Type of his/her entitlement. However, the applicants who are already residing in a particular type of quarter and apply for allotment on medical grounds will be considered for the same type or one type below of his/her entitlement.
- (xii) The Medical Committee shall make a speaking recommendation in each case, giving specific reason for discretionary allotment.
- (xiii) Such allotments shall, however, be restricted to a total of not more than 5% of vacant quarters in each type (Type-I to IV only) in a year.

- (xiv) All requests for allotment on medical grounds should be quarter specific.

## 9. VALIDITY OF ALLOTMENT

An allotment shall be effective from the date on which it is occupied by the allottee and shall continue in force until it is cancelled by the Allotment Officer.

## 10. RETENTION OF QUARTERS

S. No.	Events	Period of retention	License Fees	
			GO's & Civilians	Enrolled police officers
1	Resignation, dismissal*, removal*, termination from service	One month	Normal license fee	Normal license fee
2	Retirement (including voluntary retirement or terminal leave)	06 months	Normal license fee	Normal license fee
3	Death	One year + One year**	Normal license fee	Normal license fee
4	Transfer/deputation to other departments of GNCT, Government of India in Delhi and other state governments, any of the constituent segments of AGMUT cadre of IPS/DANIPS, posting with UN Peace Keeping Mission duties/Other UN or International assignments.	Entire period	Normal License Fee for two months+ Double License Fee for remaining period	Normal License Fee for two months+ Double License Fee for remaining period

5	On proceeding on training	Entire period	Normal license fee	Not applicable
6	Leave on medical ground	Entire period	Normal license fee	Not applicable
7	Study leave in or outside India	Entire period	Normal license fee	Not applicable

**EXPLANATION :**

\* **IN DISMISSAL/REMOVAL CASES :** An Ex-Police officer on request may be allowed by specific order of allotment officer to retain the residence on advance payment of double of license fee till the decision of appeal against the order of removal/dismissal.

\*\* **IN DEATH CASES :** Normally Govt. accommodation shall be vacated by the family of deceased allottee within the concessional period of one year. However, further retention of the accommodation for a period of one more year on educational or medical grounds will be permissible on payment of normal license fee provided the deceased officer or his/her dependents do not own a house in Delhi and the family of the allottee applies for such retention and pays the license fee for the entire year in advance.

**11. REGULARIZATION/ALLOTMENT OF QUARTERS TO ELIGIBLE WARDS/SPOUSE OF AN ALLOTTEE IN DEATH / RETIREMENT CASES :**

**(a) IN RETIREMENT CASES :**

- (i) Regularization of quarters on retirement grounds in the name of spouse/son/daughter/daughter-in-law of allottees in legal occupation of quarter, shall be permissible only if the applicant is also a serving employee of Delhi Police.
- (ii) The applicant should be cohabiting with the retiring allottee atleast 06 months prior to the retirement.
- (iii) Such request for regularization of the quarter should reach three months before the retirement of the allottee.
- (iv) In case a ward joins Delhi Police within the legal permissible retention period, request for regularization of the quarter should be made within one month of date of appointment.

**(b) IN DEATH CASES :**

- (i)** Regularization of quarters in death cases in the name of spouse/son/daughter/daughter-in-law of deceased allottees in legal occupation of quarter, shall be permissible only if the applicant is also a serving employee of Delhi Police.
- (ii)** The applicant should be cohabiting with the deceased allottee.
- (iii)** Such request for regularization of the quarter should reach within 03 months of the death of allottee.
- (iv)** Regularization of quarter on the death of a police official/allottee may also be made in favour of the spouse/ward if they are appointed in Delhi Police within the legal permissible retention period.
- (v)** Such request for regularization of the quarter should be made within one month of date of appointment.

**REQUIREMENTS/PROVISIONS FOR PROCESSING THE CASE:**

- (i)** Eligibility of type of quarter shall be determined with reference to the pay level of the applicant. Regularization will be done only if the entitlement of the applicant is of the same "Type" as of the allottee whose quarter the applicant wishes to get regularized in his/her name. However, if an applicant is not entitled for same type of quarter, he/she shall be provided an alternate entitled quarter as per availability and request except ground floor. The Spl.CP/P&FD shall be the competent authority for such regularization of quarters.
- (ii)** The applicant shall give an undertaking to keep the retired/deceased original allottee's family in the said quarter. In the event of his/her failure to abide by the undertaking, he/she will be given a Show Cause Notice for cancellation of the allotment and the case will be decided on merits.
- (iii)** Regularization shall not be made if the deceased/retiree allottee or any of his/her dependent family members own a flat/house in Delhi/NCR. An affidavit in this regard must accompany the application.
- (iv)** The clearance of all outstanding dues in respect of the quarter occupied by the retired/deceased allottee shall be an essential condition for the consideration of regularization/allotment to the eligible applicant.

- (v) Dismissal/removal from service and termination of service shall bestow no right for regularization.

**12. ALLOTMENT IN LIEU OF MAJOR REPAIR OF THE ALLOTTED QUARTER/S**

An allottee, whose quarter is not in a living condition and needs major repairs as per the report of the designated committee constituted for the purpose from time to time, shall be allotted an alternate quarter of the same type in the same colony, preferably on the same floor. If no vacant quarter is available on the same floor, then any other quarter which may be vacant/available on the next below floor and so on. Such individuals will not have the liberty to ask for any specific quarter on any specific floor in any specific colony. After completion of repairs in his/her quarter, the allottee will have the option to go back to his/her quarter which has been repaired. In case numbers of applicants are more than one (01), the allotment criteria will be seniority of the applicants. Spl.CP/P&FD shall be the competent authority for approving allotments in this category.

However, in case major repair work is required in the entire or most of the quarters in the colony, it will be treated and decided as a separate policy matter by Spl.CP/P&FD.

**13. EVICITION PROCEEDINGS**

- (i) The Allotment Officer has been delegated powers under section 27(1) (b) & 27 (2) of Delhi Police Act-1978, to issue Eviction Notice and Eviction Order for vacation of quarters.
- (ii) The concerned Head of office of the retiree/Voluntary Retiree/dismissed/terminated/removed/deceased shall ensure full recoveries of the amount of pending dues on account of license fee, market rent, electricity/water etc. of quarter, if any, from death-cum-retirement gratuity of the Government servant. If required, the amount may also be recovered through Pensioners Dearness Relief through Pension Disbursing Authority under Government of India's Decision No.1 below Rule-55A and Government of India's Decision No.7 below Rule-73 of CCS (Pension) Rules-1972. If no such recoveries of license fee/market rent etc. are made from the Government servant, the Head of Office shall be held responsible, for non-recovery.

#### **14. SURRENDER/VACATION OF QUARTERS**

- (i)** An allottee may, at any time, surrender/vacate a quarter.
- (ii)** An allottee who surrenders the quarter in his/her occupation will be debarred from allotment of quarter for one (01) year from the date of vacation.

#### **15. CHANGE OF QUARTERS**

##### **(i) Change of quarter**

An allottee to whom a quarter has been allotted under this Standing Order may bid for a change to another quarter of the same type or a quarter of the type to which he/she is eligible. Not more than one change shall be allowed in respect of same type of quarter.

##### **(ii) Mutual exchange of quarter**

- (a)** Request for mutual exchange of quarter shall be accepted and processed for same category, same district basis only and no request for exchange for any ground floor quarter shall be entertained. Spl.CP/P&FD shall be the competent authority to grant permission for mutual exchange of the quarters.
- (b)** The mutual exchange shall be permitted only if the applicant has stayed in the allotted quarter for at least five (05) years.
- (c)** It follows from above that no application for mutual exchange shall be entertained from the applicants whose retirement is due within the next three (03) years.
- (d)** The mutually exchanged quarters must be physically occupied by both the allottees within thirty (30) days from the date of issue of allotment order, failing which the allotment order shall be cancelled.
- (e)** None of the allottees shall be allowed to surrender or vacate the quarter for a period of three (03) years from the date of order of the mutual exchange. In case, any of the allottee surrenders/vacates his/her mutually exchanged quarter prior to the completion of three years, he/she shall be debarred from allotment of any quarter for a period of 03 years from the date of mutual exchange.

## **16. ESTATE OFFICER OF DISTRICTS/UNITS**

Following officers shall discharge the duties and responsibilities of Estate Officer :

- (i) District - Addl. DCP-II of Distt.
- (ii) Unit - DCP of concerned Unit
- (iii) Colony - Inspr./Law & order of concerned Police Station and RI of the Unit under which the colony falls.

## **17. RESPONSIBILITIES OF THE ESTATE OFFICERS**

- (i) To maintain an Allottee Register of each occupant of the quarters in the colony.
- (ii) To lodge a DD entry regarding technical/physical occupation of a quarter whenever information to this effect is received by him/her from the allottee of the quarter. In this DD entry, the concerned Estate Officer shall also mention details of the rooms, toilets/bathrooms, balconies & boundary walls etc. which exist on the date of taking occupation by such allottee. These details shall also be mentioned by the Estate Officer in the register in which he/she is keeping record of the occupants.
- (iii) To lodge a DD entry regarding physical vacation of a quarter whenever information to this effect is received by him/her from the allottee of the quarter. Such DD entries will be lodged by the Estate Officer only after NOCs from the Civic agencies and proof of deposit of water charges are submitted to him/her by the allottee who is vacating the quarter.
- (iv) To ensure that whenever any allottee vacates a quarter, inventory is properly checked, taken into possession and the quarter is locked properly. Thereafter, if any loss of government property from the vacant quarters comes to notice, the concerned Estate Officer will be held responsible for the same.
- (v) Update the status of repair of the quarters "online" and ensure its repair either through minor works or through DPHCL.
- (vi) To ensure that the quarters which require any major repair work are got inspected from the concerned agency and necessary proposal for its repairs is sent to L&B Unit/DPHCL at the earliest. Efforts shall be made to repair/make livable such quarters within the shortest possible time.



(vii) To ensure that no unauthorized construction is made/carried out in the colony under his/her jurisdiction and take necessary action for removal of unauthorized construction, wherever required.

(viii) To update following information on the QAC website :

Category	Status to be updated
In respect of vacant quarters	<p>The Estate Officer will update the status of the quarter with any of the following options :</p> <ol style="list-style-type: none"> <li>1. Vacant &amp; Livable</li> <li>2. Vacant but not livable for want of Minor repair</li> <li>3. Vacant but not livable for want of Major repair</li> <li>4. Vacant but not livable being beyond repair</li> </ol>
In respect of quarters which are marked <b>"Cancelled"</b> in the status box by the QAC or by the QAC software	<p>The Estate Officer will update the status of the quarter with any of the following options :</p> <ol style="list-style-type: none"> <li>1. Cancelled but still occupied</li> <li>2. Vacant &amp; Livable</li> <li>3. Vacant but not livable for want of Minor repair</li> <li>4. Vacant but not livable for want of Major repair</li> <li>5. Vacant but not livable being beyond repair</li> </ol>
When an allottee takes <b>"Occupation"</b> of a quarter	<p>The Estate Officer will enter the No. &amp; Date of the "Occupation" DD entry and the QAC software will automatically change the status of that Quarter to - "Allotted &amp; Occupied".</p>
When an allottee or family members of an allottee <b>"Vacates"</b> a quarter	<p>The Estate Officer will enter the No. &amp; Date of the "Vacation" DD entry &amp; update the status of the quarter with any of the following options :</p> <ol style="list-style-type: none"> <li>1. Vacant &amp; Livable</li> <li>2. Vacant but not livable for want of Minor repair</li> <li>3. Vacant but not livable for want of Major repair</li> <li>4. Vacant but not livable being beyond repair</li> </ol>
Whenever the repair work is completed in an un-allotted quarter	<p>The Estate Officer will update the status of such quarter by marking it "Vacant &amp; Livable".</p>

## **18. MISCELLANEOUS**

- (i) Provision for General Pool/Tenure Pool quarters of Directorate of Estates :

For this purpose, Office I.D. No. 1320117033 has been allotted to Delhi Police by the Directorate of Estates, Nirman Bhawan, New Delhi for processing of “online” applications on e-Sampada website.

- (ii) All allotments made under this Standing Order shall be subject to public interest. The Allotment Officer may cancel allotment or provide an alternative quarter of next below entitlement to any allottee on administrative grounds at short notice with the prior approval of the Spl.CP/P&FD, if the quarter in occupation of the allottee is required to be vacated.
- (iii) In the case of legally wedded husband and wife both being in service, only one of them will be eligible for the quarter. The vacation of 2<sup>nd</sup> quarter, if any shall be done within one (01) month from the date of marriage.

## **19. APPELLATE AUTHORITY**

- (i) The Spl. CP/P&FD shall be the appellate authority in respect of all the matters/action taken by the “Allotment Officer”.
- (ii) The Commissioner of Police, Delhi will be the appellate authority in respect of any issue arising out of the action taken by Spl.CP/P&FD.

**Note:** It is clarified that this provision should not be interpreted to mean that an aggrieved person shall have the right to appeal twice. And further, an aggrieved person, if he/she so prefers, shall be required to file the appeal within 30 days of receipt of order against which he/she wishes to appeal.

## **20. ISSUING OF ORDERS RELATING TO DEATH / DISMISSAL / REMOVAL / TERMINATION OF SERVICE / RETIREMENT / RESIGNATION**

While issuing orders for striking off the name of a government servant from the strength of Delhi Police on account of death and other orders relating to dismissal/removal/termination of service/retirement/resignation of a government servant, a specific mention shall be made in

such order whether such government servant was occupying any government quarter and if so, quarter No. type/place of quarter which he/she is/was occupying shall be specifically mentioned and a copy endorsed to the Allotment Officer to enable him/her to take appropriate action for vacation of quarter etc. In addition to the above, a specific communication shall be separately sent to the Allotment Officer/DCP-GA within ten (10) days from the date of death/dismissal/removal/termination of service/retirement/resignation of a government servant to ensure follow up action.

## **21. MAINTENANCE OF QUARTERS**

An allottee to whom a quarter has been allotted, shall maintain the quarter premises and the surrounding area in a clean condition to the satisfaction of Estate Officers, Municipal Committee, Municipal Corporation of Delhi or Municipal Committee of Cantonment Board as the case may be. Failure to do so shall lead to cancellation of the allotment.

## **22. SHARING OF QUARTERS**

- (i) No allottee shall share the quarter allotted to him/her or any of the out-houses or garages. The servants quarters, out-houses/garages should be used only for the bonafide purposes.
- (ii) The allottee shall obtain written permission of the Allotment Officer before sharing the quarter with any person other than a dependent member of his/her family and casual guests as defined in the Standing Order. Such permission should be granted only after intimating the employer of the sharer if he/she is a Government servant or serving in a Corporation and obtaining an undertaking from the proposed sharer duly attested by his/her employer, that he/she will not draw House Rent Allowance for the period of sharing. Permission, if granted, should be made renewable at quarterly intervals after re-verification and satisfaction of the Allotment Officer that the concession is in no way prejudicial to the requirements of discipline and harmonious relations between neighbours.

## **23. SUB-LETTING OF QUARTERS**

- (i) If an allottee sublets a quarter allotted to him/her or any portion thereof or any of the out-houses or garages, he/she may, without prejudice to any other action that may be taken against him/her,

be charged enhanced license fee not exceeding four times of the standard license fee which may be applicable at that point of time. The quantum of license fee to be recovered and the period for which the same is to be recovered in each case will be decided by the Allotment Officer on merit and allotment of the quarter shall be cancelled after issuing SCN and considering the reply of the allottee.

- (ii) He/She may be debarred for further allotment of quarter for one (01) year extendable upto three (03) years, from the date of cancellation of allotment.
- (iii) The matter shall be taken up with the concerned disciplinary authority for initiating departmental proceedings against the delinquent allottee.
- (iv) The Allotment Officer shall be competent to take any or all of the action under sub clauses (i), (ii)& (iii) above.

**24. UNAUTHORISED CONSTRUCTION/ENCROACHMENT**

- (i) No allottee shall carry out any kind of unauthorized construction/structural change/encroachment in or around the quarter allotted to him/her. It shall be the duty of the Estate Officers to stop the allottees from doing so and take immediate necessary action for removal/demolition of such unauthorized construction/encroachment.
- (ii) If an allottee to whom a quarter has been allotted raises any unauthorized construction/structure in or around the quarter or uses the quarter/surrounding area or part thereof for any purpose other than that for which it is meant, or tampers with the electric or water connection or violates the terms and conditions of the allotment or uses the quarter or premises or permits or suffers the quarter or premises to be used for any purpose which the Allotment Officer considers to be improper or conducts himself/herself in a manner which in his opinion is prejudicial to the maintenance of harmonious relations with his/her neighbours or knowingly furnishes incorrect information in any application or written statement with a view to securing the allotment, the Allotment Officer may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the quarter by giving a show cause notice to the allottee.
- (iii) Such officials/personnel shall stand debarred from any allotment of quarter for a period of one (01) year from the date of cancellation of allotment.

**Explanation :** In this sub-clause, the expression “allottee” includes, unless the context otherwise requires, a member of his/her family and any person claiming through him/her.

**25. KEEPING OF ANIMALS**

Horses, buffaloes, cows, goats, hens and other animals shall not be kept inside the quarter or within their compounds etc. without the prior approval of the Allotment Officer, which shall be granted only when a proper place exists for such animal in which they must be confined with due regard to sanitation of the premises and neighborhood. In no case, permission shall be granted to erect temporary structure to keep animals and allottee shall pay for any damages caused by such animal to government property, as decided by the Allotment Officer in each case.

**26. OVERSTAY IN QUARTER AFTER CANCELLATION OF ALLOTMENT AND CHARGING OF DAMAGE CHARGES**

Where, after an allotment of a quarter has been cancelled or is deemed to be cancelled under any provision contained in this Standing Order, the concerned allottee shall be evicted as per due procedure and also be liable to pay damage charges for the period of over-stay i.e. for the period of stay after expiry of the permitted retention period. The damage charges shall be determined by the Allotment Officer in accordance with the rules and manual issued by Delhi Police & the Ministry of Housing and Urban Affairs, Govt. of India, Directorate of Estate for GPRA quarters from time to time.

**27. CONTINUANCE OF ALLOTMENT MADE PRIOR TO THE ISSUE OF THIS STANDING ORDER**

Any valid allotment of a quarter which is subsisting before the commencement of this Standing Order shall continue to be valid.

**28. INTERPRETATION & RELAXATION**

- (i) In case any situation emerges for dealing with which there are no provisions in this Standing Order, the Allotment Officer shall be authorized to take suitable action on merits with the approval of Spl.CP/P&FD.
- (ii) The Commissioner of Police, Delhi may, in exceptional cases and for reasons to be recorded in writing relax all or any of the provisions of this Standing Order.

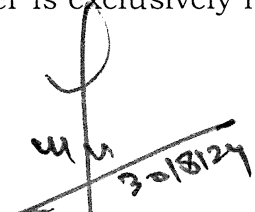
- (iii) If any question arises as to the interpretation of the Standing Order, the decision of the Commissioner of Police, Delhi shall be final.

**29. SUPERSESSION CLAUSE**

This Standing Order supersedes the previous Standing Order No. Finance/01/2021 issued vide No. 8651-8800/Record Branch/PHQ dated 31.12.2021 & its addendum vide No. 21101-21250/Record Branch/PHQ dated 02.05.2022 and amendment vide No. 53901-54050/Record Branch/PHQ dated 07.10.2022.

**30. DISCLAIMER**

It is made clear that this Standing Order is exclusively for internal smooth functioning of Police Department.

  
(SANJAY ARORA)  
COMMISSIONER OF POLICE:  
DELHI

No. 9101-9250/Record Branch/PHQ dated, Delhi the 30-8-2024.

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi including General Manager, Delhi Police Housing Corporation Limited, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to CP, Delhi.
5. All Deputy Commissioner of Police, Distt./Units including PHQ, CP Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. DCP/HQ-IV/PHQ with the direction to upload the Standing Order in Intra DP Net.
7. All ACsP/Insprs./PHQ.
8. LA to CP & FA to CP, Delhi.
9. PS/Reader to CP, Delhi.
10. HAR/PHQ.
11. Inspr./Knowledge Centre/PHQ.