



STANDING ORDER NO. Finance/01/2021

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. ELIGIBILITY

All cadres of Delhi Police including those on deputation to Delhi Police or on deputation outside Delhi Police, IPS/DANIPS posted outside Delhi Police, shall be eligible for allotment of a quarter. However, no request of an applicant, who is due to retire within one (01) year, shall be considered for allotment/change of a quarter.

3. 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	Minimum eligibility of pay level of the applicants
Type-I	Level - 1 and above
Type-II	Level - 3 and above
Type-III	Level - 5 and above
Type-IV	Level - 8 and above
Type-V	Level - 11 and above
Type-VI	Level - 13 and above

4. DEFINITIONS

In this Standing Order, unless the context otherwise requires -

- (i) **"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.
- (ii) **"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 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 **or** on receipt of a report/complaint (wherein violation of any provision of this Standing Order has been reported/alleged) after proper enquiry.
 - (c) To grant permission for retention of quarter after retirement/ death/dismissal of an allottee etc.
 - (d) To invoke/revoke debar condition in respect of an allottee.
 - (e) To issue orders of cancellation/vacation and initiate eviction proceedings in respect of all types of quarters.
- (iii) **"Delhi"** means the area within the limits of the NCT of Delhi & NCR.
 - (iv) **"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.
 - (v) **"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.
 - (vi) **"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.

- (vii) **“Priority Date”** for deciding the seniority for allotment of quarter means :

For Type - I & Type - II Qtrs.

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

For Type - III Qtrs.

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

VIII	"Date & Time of Bidding on the QAC website" The one who bids earlier, will be considered senior.
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For Type - IV & above Qtrs.

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

5. 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 1st to 25th 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/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 1st to 9th 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 1st 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 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 1st day of the next month.
- (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. 1st to 9th 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 displayed on the notice boards of the offices of DCsP of Districts & Units, Police Stations, Lines, PHQ, and also posted on the QAC website.
 - (xv) Allottees will have to convey "online" their 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 16th 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 occupation of the quarter allotted to him/her within thirty (30) 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 thirty (30) 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 occupation, an allottee will have to get lodged a DD entry in the Roznamcha of the concerned PS/PC through the concerned Estate Officer. Thereafter, the concerned Estate Officer will enter the DD No. & Date on the QAC website immediately. As soon as it is done,

the software will generate an occupation slip. The Allottee/Estate Officer as well as the QAC staff will be able to take out a print of the same.

- (xix) 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.
- (xx) An allottee, while in occupation of a quarter, if allotted another quarter and takes acceptance of new allotment, he/she will have to deposit requisite NOCs and vacate the previous quarter within thirty (30) days of giving acceptance for the new allotment failing which, the new allotment shall be cancelled immediately after expiry of thirty (30) days.
- (xxi) Whenever any quarter is vacated by an allottee, the concerned Estate Officer shall complete the repair & whitewashing work etc. within thirty (30) days from the date of vacation of the quarter. However, the allottee will have the liberty to occupy the quarter even before completion of thirty (30) days. Estate Officers should remember that the allottees have to convey their acceptance within fifteen (15) days from the date of issue of the allotment order and they have to take occupation of the allotted quarter within thirty (30) days from the date of giving acceptance. Failure to comply with these timelines will lead to cancellation of the allotment and debarring of such allottees from allotment of quarter for a period of one (01) year.
- (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 liable personally 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 occupation of quarter. Similarly the quarter will be deemed to be occupied for the purpose of HRA/damage charges/license fees, till all the NOCs 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 has not yet fallen vacant.

6. ALLOTMENT OF TYPE- IV AND HIGHER QUARTERS

- (i) The IPS/DANIPS officers who are posted in Delhi Police or outside and have Pay Level-12 & above and are in occupation of a quarter of Directorate of Estates/Delhi Administration, can apply for Inter-pool change of quarter. However, such requests will be considered on merits subject to availability of quarter of same type.
- (ii) The IPS/DANIPS officers posted outside Delhi Police including on deputation to other departments shall also be eligible for allotment/change of quarter.
- (iii) 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.

7. OUT OF TURN ALLOTMENT

- (i) **By the Commissioner of Police, Delhi :** The Commissioner of Police, Delhi may allot a quarter on "Out of Turn" basis, on compassionate/humanitarian grounds.
- (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 two (02) months, preferably on any day between 20th to 25th 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 :
 - Blind : Those who suffer from either of the following conditions :
 - Total absence of sight.

- Visual Acuity not exceeding 6/90 or 20/200 (snellen) in the better eye with correcting lenses.
 - Impression of the field of vision subtending an angle of 20 degree or worse;
 - Deaf : Those having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.
 - Orthopedically handicapped : To the extent of 40% and above disability.
 - Mentally handicapped/spastic dependants.
- (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 certificates from any Government Hospitals or CGHS empanelled hospital of Delhi/NCR.
 - (ii) The original medical certificate from the given hospital duly signed by the specialist and countersigned by the Medical Superintendent. It should not be more than one (01) year old.
 - (iii) In cases, pertaining to a dependent, the certificate should mention the relationship between the applicant and the patient.
 - (iv) 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.

- (v) The request of the applicant should contain specific reasons for seeking out of turn allotment on medical ground.
- (vi) Full particulars of present 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.
- (vii) Out of turn allotment on medical grounds shall be given to an individual only once in his/her service career.
- (viii) 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.
- (ix) 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.
- (x) Full photographs showing the extent of the disability/ deformity duly attested by the doctor concerned.
- (xi) A certificate to the effect that his/her father/mother/ unmarried sister/divorcee sister is dependent on him/her.
- (xii) 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.
- (xiii) The Medical Committee shall make a speaking recommendation in each case, giving specific reason for discretionary allotment.
- (xiv) 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.

- (xv) For allotment on medical grounds, request may be quarter specific.

8. 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.

9. 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 (allowed on medical/ educational grounds)	One year + One year (not admissible to a house owner)	Normal license fee	Normal license fee
4	Transfer/deputa tion to other departments of GNCT, Government of India in Delhi and other state governments, any of the constituent segments of	Entire period	Normal license fee	Normal license fee

	AGMUT cadre of IPS/DANIPS, posting with UN Peace Keeping Mission duties/Other UN or International assignments.			
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

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

- (i) Regularization of quarters on retirement/death 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) 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. Spl.CP/P&FD shall be the competent authority for such regularization of quarters. However, if an applicant is not eligible for same type of quarter, he/she shall be offered/allotted a vacant quarter of the type for which he/she is eligible, in the same colony on the same floor, on an "Out of Turn" basis. The Commissioner of Police, Delhi shall be the competent authority for approving "Out of Turn" allotments in such cases.
- (iii) Dismissal/removal from service and termination of service shall bestow no right for regularization.
- (iv) 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.

- (v) Regularization shall not be made if the deceased/retiree allottee or any of his/her dependent family members own a flat/house in Delhi. An affidavit in this regard must accompany the application.
- (vi) 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.

11. 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 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.

12. 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.

13. 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.

14. 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) Eligible allottees having a Delhi Police quarter may apply for permission for mutual exchange of same type of their quarters. 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) Both the allottees will not 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 not be granted House Rent Allowance for the remaining period from the date of surrender/vacation of the quarter till completion of three (03) years from the date of mutual exchange.
- (d) 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.

- (e) 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.
- (f) After mutual exchange, the allottees shall not be allowed to apply again for next higher type or for change on seniority basis for a period of three (03) years.

15. ESTATE OFFICER OF DISTRICTS/UNITS

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

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

16. RESPONSIBILITIES OF THE ESTATE OFFICERS

- (i) To maintain a register of all the allottees as well as occupants of the quarters in the colony.
- (ii) To lodge a DD entry regarding 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"> 1. Vacant & Livable 2. Vacant but not livable for want of Minor repair 3. Vacant but not livable for want of Major repair 4. Vacant but not livable being beyond repair
In respect of quarters which are marked "Cancelled" 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"> 1. Cancelled but still occupied 2. Vacant & Livable 3. Vacant but not livable for want of Minor repair 4. Vacant but not livable for want of Major repair 5. Vacant but not livable being beyond repair

When an allottee takes "Occupation" of a quarter	The Estate Officer will enter the No. & Date of the "Occupation" DD entry and the QAC software will automatically change the status of that Quarter to - "Allotted & Occupied".
When an allottee or family members of an allottee "Vacates" a quarter	The Estate Officer will enter the No. & Date of the "Vacation" DD entry & update the status of the quarter with any of the following options : 1. Vacant & Livable 2. Vacant but not livable for want of Minor repair 3. Vacant but not livable for want of Major repair 4. Vacant but not livable being beyond repair
Whenever the repair work is completed in an un-allotted quarter	The Estate Officer will update the status of such quarter by marking it "Vacant & Livable".

17. 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 2nd quarter, if any shall be done within one (01) month from the date of marriage.

- (iv) The reservation in allotment of quarters to Scheduled Caste & Scheduled Tribe employees shall be 5% in type-I & II quarters and 10% in Type-III & IV quarters. 5% of quarters of Type-I to III shall be reserved for women.

18. 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.

19. 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 that 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.

20. 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.

21. 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.

22. 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.
- (ii) Allotment of the quarter may be cancelled after issuing SCN and considering the reply of the allottee.
- (iii) 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.
- (iv) The matter shall be taken up with the concerned disciplinary authority for initiating departmental proceedings against the delinquent allottee.
- (v) The Allotment Officer shall be competent to take any or all of the action under sub clauses (i), (ii), (iii) & (iv) above.

23. 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.

24. 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.

25. 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 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 through the GNCTD/Directorate of Estates.

26. 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.

27. 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.

28. SUPERSESSSION CLAUSE

This Standing Order supersedes all previous Standing Orders issued on the subject from time to time. All provisions of this Standing Order shall come into force w.e.f. the date of issue of this Standing Order.

Rakesh Asthana

(RAKESH ASTHANA), 31.12.21
COMMISSIONER OF POLICE :
DELHI.

No. 8651-8800 /Record Branch/PHQ dated, Delhi the 31-12-2021

Copy forwarded to :

1. All Special Commissioners of Police, 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/IT Centre with the direction to upload the Standing Orders in Intra DP Net.
7. All ACsP/Insprs./PHQ.
8. LA to CP & FA to CP, Delhi.
9. PS/Reader to CP, Delhi.
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OFFICE OF THE COMMISSIONER OF POLICE: DELHI

POLICE HEADQUARTERS, JAI SINGH ROAD, NEW DELHI 110001

Telephone No.011-20818693

ADDENDUM IN STANDING ORDER NO. FINANCE/01/2021

The following addendum is made in following Paras of Standing Order No. Finance/01/2021 regarding allotment of quarters on the charge of the Delhi Police:-

Existing Para	Amended Para
4 (vii) For Type -III Qtrs. For Type -IV and above Qtrs.	4 (vii) For Type -III Qtrs. For Type -IV and above Qtrs. In the first instance, the Qtrs. shall be allotted to the officers posted in Delhi as per priority date described in Para 4(vii) and if there is no application of eligible officers posted in Delhi pending, then the Qtrs. shall be allotted to the officers posted outside Delhi as per priority date described in Para 4(vii).
7. <u>OUT OF TURN ALLOTMENT</u> (i) By the Commissioner of Police, Delhi: The commissioner of Police, Delhi may allot a quarter on "Out of Turn" basis, on compassionate/ humanitarian grounds.	7. <u>OUT OF TURN ALLOTMENT</u> (i) By the Commissioner of Police, Delhi: a) The Commissioner of Police, Delhi may allot a quarter on "Out of Turn" basis, on compassionate/ humanitarian and operation grounds. b) Besides, some Police Officers/ Personnel/ MTS appear in CP's "OPEN HOUSE" in connection with allotment/change of Govt. quarter. On the orders passed by the CP, Delhi, such cases (except on medical grounds) will be decided by a Committee consisting of following member: 1. Spl. CP/Welfare 2. Joint CP/HQ 3. DCP/GA

Rakesh Asthana
(RAKESH ASTHANA),
COMMISSIONER OF POLICE:
DELHI.

02.05.2022

No. 21101-21280/Record Branch/PHQ, dated Delhi the 2105/2022

Copy forwarded to:-

1. All Special Commissioners of Police, 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. The General Manager, DPHCL, Delhi
7. DCP/HQ(IV)/PHQ with the direction to upload the said addendum on Intra DP.
8. LA to CP and FA to CP, Delhi.
9. All ACsP/Insprs/PHQ
10. PS/Reader to CP, Delhi.
11. HAR/PHQ.
12. Librarian/PHQ.

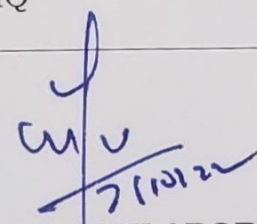


OFFICE OF THE COMMISSIONER OF POLICE : DELHI.
POLICE HEADQUARTERS, JAI SINGH ROAD, NEW DELHI 110001.
Telephone No.011-20818693

AMENDMENT IN STANDING ORDER NO.FINANCE/01/2021

The following amendment is made in Standing Order No. Finance/01/2021 regarding allotment of quarters on the charge of Delhi Police in addition to addendum issued vide No. 21101-21250/Record Branch/PHQ dated 02.05.2022 :-

Existing Para	Amended Para
7. <u>OUT OF TURN ALLOTMENT</u> (i) (b) Besides, some Police Officers/ Personnel/MTS appear in CP's "OPEN HOUSE" in connection with allotment/change of Govt. quarter. On the orders passed by the CP, Delhi, such cases (except on medical grounds) will be decided by a Committee consisting of following members: 1. Spl. CP/Welfare 2. Joint CP/HQ 3. DCP/GA	7. <u>OUT OF TURN ALLOTMENT</u> (i) (b) Some Police Officers/ Personnel/MTS intend to appear or 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/Welfare 2. Joint CP/HQ 3. DCP/GA


(SANJAY ARORA)
COMMISSIONER OF POLICE:
DELHI.

No. 53901-54050/Record Branch/PHQ, dated Delhi the 07/10/2022

Copy to:

1. All Special Commissioners of Police, Delhi.
2. All Joint CsP, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Addl. Commissioners of Police, Delhi.
4. OSD to CP, Delhi.

5. All Deputy Commissioners of Police Districts/Units including PHQ, CP Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. The General Manager, DPHCL, Delhi.
7. DCP/HQ-IV/PHQ with the direction to upload the said addendum in Intra DP Net.
8. LA & FA to CP, Delhi.
9. All ACsP & Insprs./PHQ.
10. PS/Reader to CP, Delhi.
11. HAR/PHQ.
12. Librarian/PHQ.