



भारत सरकार / GOVT. OF INDIA

वित्त मंत्रालय, राजस्व विभाग / MINISTRY OF FINANCE, DEPTT. OF REVENUE

कार्यालय प्रधान आयुक्त, केन्द्रीय वस्तु व सेवाकर एवं उत्पाद शुल्क - जयपुर

OFFICE OF THE PR. COMMISSIONER, CENTRAL GOODS AND SERVICES TAX & CENTRAL EXCISE - JAIPUR

मुख्यालय: नव केन्द्रीय राजस्व भवन, स्टैच्यू सर्किल, सी-स्कीम, जयपुर- 302005 (राज.)

HQ : NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR - 302005 (RAJ.)

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दिनांक 17.10.2019

To

The Joint Commissioner (CCO),  
CGST & Central Excise (JZ),  
Jaipur

The Addl./ Joint Commissioner,  
CGST Commissionerate,  
Alwar/Jodhpur/Udaipur

The Addl./Joint Commissioner  
CGST Audit Commissionerate,  
Jaipur/Jodhpur

The Addl./ Joint Commissioner  
CGST Appeal Commissionerate,  
Jaipur/Jodhpur

The Addl. Commissioner,  
Customs Commissionerate,  
Jaipur

Sir

Subject: Standard operating procedure regarding allotment of residential  
Quarters-regarding

Please find enclosed herewith a copy of Standard Operating Processor (SOP)  
dated 16.10.2019 regarding allotment/retaining the residential quarters, situated at  
Jaipur.

In this context, it is requested that the contents of the SOP may be bring into the  
notice of all staff.

This issues with the approval of the Pr. Commissioner.

Yours faithfully,

Enclose: As above

  
(Manzoor Ali Ansari)  
Addl. Commissioner

अधीक्षक, कम्प्युटर, सी जी एस टी, जयपुर को वेबसाइट  
पर अपलोड करने हेतु प्रेषित है।  
हस्ताक्षर मीना

प्रशासनिक अधिकारी (मु.)  
सी.जी.एस.टी. एवं उत्पाद शुल्क, जयपुर



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**STANDING OPERATING PROCEDURE REGARDING ALLOTMENT OF RESIDENTIAL ACCOMMODATION, ITS TERMS AND CONDITIONS, RECOVERY OF LICENCE FEES AND MAINTENANCE OF RECORDS.**

1. Any officer after joining of duties at Jaipur if so desire may apply for government accommodation, which shall be recorded alongwith serial numbered register. The applicant shall include details of his name, designation, date of birth, pay scale, etc. Waiting list for the month i.e. Current month for which the eligibility list is to be prepared and issued by Administration section of the Commissionerate by 5<sup>th</sup> day of the following month.
2. On receipt of applications an eligibility list in order of priority date as per House Allotment Rules to be prepared and displayed on notice Board.
3. Administrative Officer (Estate) shall submit to the Pr. Commissioner monthly list of vacant quarters (type-wise) by 5th of the following month with a certificate that quarters are ready to be handed over.
4. The administration will then according to the eligibility propose house allotment which may be approved by Pr. Commissioner on recommendations of the Administration section.
5. The Pr. Commissioner approval or orders in the matter shall be executed by the Administration Section and the office orders for allotment of Residential Accommodation shall be issued on the following terms and conditions:-
  - (a) The allotment will be governed by normal rules for allotment of residential accommodation.
  - (b) The quarter No..... is a type ..... for which licence fee @ Rs.....(normal)/ Rs.....(enhanced) per month shall be payable from the allottee as applicable at present.
  - (c) The payment of licence fee shall be subject to revision from time to time.
  - (d) The water charges as applicable from time to time shall be payable to the Department/Local state authority.
  - (e) Electricity connection will be obtained by the allottee himself/herself in his/her name.
  - (f) No addition or alternation to the building or sanitary installation shall be carried out without obtaining prior approval in writing from the Competent Authority of the Department i.e Pr. Commissioner CGST & CX Commissionerate ,Jaipur.
  - (g) The expenditure incurred on addition in accordance with (f) above shall be borne by the allottee and he/she shall not be entitled to claim whatsoever, at the time of vacating the said premises and such additions or alterations shall belong to the Department.
  - (h) The allottee shall make good any damage caused to the premises except normal wear and tear. The decision of the Department on the question whether damage is caused to the premises and if so the quantum of compensation payable on this account, shall be final and binding on the allottee.

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- (i) The premises shall be used for residential purposes only and for no other purposes. He/She shall not permit the premises or any part there of being used by any other person for any purpose whatsoever.
  - (j) In the event of cancellation of allotment for any reason whatsoever, the allottee shall handover the vacant possession of the premises to the Department in as good a condition as they were at the time of taking over of possession except normal wear and tear.
  - (k) The office Bearer of staff association has requested that 15 days time may be given for taking possession of the Quarter. Looking to this the acceptance of the allotment within 3 days of issue of allotment letter and take possession of the residence within 15 days of allotment letter. If He/ She fail to fulfill any of these requirements, his allotment shall be cancelled and residence will be allotted to other employees in the waiting list, if any, on priority date basis.
  - (l) The allotment shall be effective from the date of acceptance by him/her.
  - (m) The licence fee will commence from the date of occupation or the 8th day from the date of receipt of allotment letter, whichever is earlier.
  - (n) The allottee is required to submit his/her acceptance to the term and conditions of the allotment in writing within 3 days from the date of issue of this office order and take possession of the allotted house within 8 days from the Estate Section.
  - (o) In case the possession is not taken after acceptance within 8 days from the receipt of allotment letter, licence fee will be charged for 15 days and HRA will also not be allowed for that period.
6. Based on the occupation/non-occupation report, appropriate office order with regard to recovery of licence fee and water charges or disqualifying the application for further allotment, as the case may be, shall be issued by the Administration Section.
7. The Accounts Section shall effect the recoveries based on the office orders issued as above and issue Schedule of recoveries made to the Estate Section per month.
8. On the basis of Schedules, the Estate Section shall maintain broadsheets for individual quarters, which shall be got tallied with the figures of Account Section and reconcile the differences, if any.
9. An official in the possession of official accommodation may surrender the allotment by giving a one month written intimation to the Administration.
10. The Administration Section would accordingly issue an office order and the Estate Section shall take possession of the vacant quarter along with furniture and fixtures with reference to original handing over report and report the vacancy, handing over along with shortages (with cost) to Administration Section which would then issue office order for stopping recovery of license fee and water and for recovery of the shortages reported.
11. Similar process as above would be applicable in case of officials retiring, transferred etc. wherein normal date of vacation would be the date of relief/retirement, etc. unless extension has been granted by the competent authority. In such cases the Administration Section will issue office orders to be implemented by Estate Section.
12. The Estate Section would notify earmarked quarters for Chief Commissioner and Other Grade of Officers as per the existing guideline. In case these quarters are vacant for some reason, conditional allotment can be made subject to quarter being vacated with a 45 day notice.
13. The Pr. Commissioner can approved change of accommodation in case of reason shall be justified by the applicant. If the already allottee submit the application for change of house than priority shall be decide on the basis of reason. Change shall be allowed only one time. In a special case (i.e. medical exigency/old age of parents) change will be admissible more than one time.

14. An officer may at any time surrender an allotment by giving intimation so as to reach the Estates officer at least 10 days before the date of vacation of the residence. The allotment of the residence shall be deemed to have been cancelled with effect from the 11'th day after the day on which the letter is received by the Estates officer or the date specified in the letter whichever is later.

15. No officer shall sublet the whole of his residence. If found that the officer sublet his Govt.house shall remain personally responsible and action shall be initiated as per the prescribed guidelines.

✓ 16. If any officer/staff is transferred out from the Jaipur station than he/she shall be allowed for 2 month retention on normal license fee on the receipt of application. He must submit the application for the retention of the house if he wants to retain the same after two months on the permissible ground like medical, education etc. The proper authority will decide the matter on the basis of prescribed provisions. However in cases of request for retention for a period of more than two months, a single application for retention may be called for, mentioning the period of retention contemplated, instead of separate applications for retention – one for the first two months and another for the period beyond two months. A fresh application may be required for retention beyond the period sanctioned by the competent authority.

17. On failure to vacate the house after two months if any extended period decided by the competent authority, penal rent as prescribed under the rules shall be charged and eviction proceedings may also be initiated.

18. Prescribed guideline also followed.

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