



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
BANGALORE TELECOM DISTRICT,
Office of the Principal General Manager, Telephone
House, Rajbhavan Road, Bangalore 560 001.

STAFF-II/47/WL/2014-2015/1 dated @ BG -01 the 24-02-2014

Sub: Application for the Allotment of Departmental Staff Quarters for the
Year 2014-2015.

Applications are invited in the enclosed proforma from the Officers/Officials working units as indicated in the 'GENERAL GUIDELINES' with BG urban as HEAD QUARTERS for allotment of departmental staff quarters. Revised Proforma of application forms CAN BE DOWNLOADED FROM BGTD INTRANET. Applications in the new revised format only will be accepted. Incomplete applications are liable to be rejected summarily. All the employees who are already in Occupation of the quarters should submit the RENEWAL forms for the financial year 2014-2015 without fail and all columns in the form should be completed in all respects and be forwarded through their controlling officers. Those who need change/higher type of quarters should submit separate application by ticking the correct column. Employees who have already applied for new allotment/change/higher type during the year 2013-14 and did not get till date need to apply afresh. Wide publicity may be given among all the staff. Application duly completed in all respect and forwarded through their unit officers should reach the AGM (HR/Admn), 1st Floor, Telephone House, Rajbhavan Road Bangalore 560001 on or before 31.3.2014 positively. Applications received after the due date will not be entertained under any circumstances.

(SUDHA)

Assistant General Manager (HR/ADMN)
For Principal General Manager,
BGTD, Bangalore-560001.



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
BANGALORE TELECOM DISTRICT,
Office of the Principal General Manager, Telephone
House, Rajbhavan Road, Bangalore 560 001.

STAFF-II/47/WL/2014-2015/02 dated @ BG -01 the 24-02-2014

Sub: Allotment of Departmental Staff Quarters for the Year 2014-2015.

On implementation of ERP/Allotment of quarters through REM Module, the following points may be noted while applying for quarters for the year 2014-15.

On allotment, those who are ready to occupy the quarters, only need to apply with appropriate choice regarding area of quarters. Quarters once allotted cannot be cancelled.

Under special circumstances if quarters allotted is declined, then the officer/official shall forgo HRA for the current month and rent has to be paid for that month .

The officer/official will be eligible for HRA from subsequent month and no rent recovered from subsequent month and name shall be deleted from Waiting List for the current year.

Officers/officials are eligible to opt for 3 choices and shall be ready to accept the allotment if made, to any of the 3 choices failing which he/she shall not be eligible for another allotment for a period of one year from date of allotment letter.

This is issued as per the approval of competent authority.

(SUDHA)

Assistant General Manager (HR/ADMN)
For Principal General Manager,
BGTD, Bangalore-560001.

FORM A - APPLICATION FOR NEW / HIGHER TYPE / CHANGE / TRANSIT
RESIDENTIAL DEPARTMENTAL STAFF QUARTERS

FORM B- APPLICATION FOR RENEWAL OF RESIDENTIAL DEPARTMENTAL
STAFF QUARTERS (Mandatory to be filled up by all Occupants)

The total number of Residential Departmental Staff Quarters geographically located (Area-wise) is indicated at Table-1 below:[This is only for reference]

TABLE 1----- TOTAL NUMBER OF QUARTERS AVAILABLE [Area wise]

SL NO	PLACE	TYPE OF QUARTERS							TOTAL
		I	II	III	IV	VA	VB	VI A	
1	KBS	108	148	102					358
2	RJN	4	9						13
3	WMS		7	6	61	20	20	3	117
4	MAL			2	3		2		7
5	NLO			3	2				5
6	CITY			2	2				4
7	HBR			1	1				2
8	OMBR			3					3
9	ULS			3	3				6
10	INR			16	28				44
11	INR EXG			6	6	3			15
12	YNK			6	3				9
13	SJN			1	1				2
14	VIJ			6					6
15	KMLA			10	7	3			20
16	BTM			3	4				7
17	JAY			3					3
18	KSLO			2	2				4
19	SHA			4	4				8
20	KEN			1					1
21	BWN			2	2				4
22	IIM			3					3
23	PEENYA			5					5
24	RNM				2				2
25	SKR				2				2
TOTAL		112	164	190	133	26	22	3	650

* KBS TYPE I - 6 quarters under maintenance

* KBS TYPE II - 2 quarters under maintenance

* * This does not include Quarters at Bangalore -RURAL.

GENERAL GUIDELINES:

(Please note that in every case the Departmental Rules & Regulations as applicable will be adhered to. Given below are only General Guidelines)

1. Eligible applicants should be working in any of the following Offices in Bangalore while submitting the Application Form.

- | | |
|---------------------------------------|---|
| a. Bangalore Telecom District,(BGTD) | i. P& T Audit Office, Bangalore |
| b. CGMT, KTK Circle | j. Corporate Accounts, KTK Circle |
| c. CGM (QA) Circle | k. Southern Telecom Projects(STP), B'lore |
| d. Civil Wing of KTK & BGTD | l. Controller of Communication Accts,BG |
| e. Electrical wing of KTK & BGTD | m. Broad Band Networks, Bangalore |
| f. Office of Sr. Architect | n. Southern Telecom Region (STR), B'lore |
| g. T&D Circle, Bangalore | o. Any other DoT / BSNL Office in B'lore |

2. All Officers-in charge are requested to give wide publicity among all the staff.

3. Application forms duly completed in all respects should necessarily reach
AGM (HR/ADMN), 1st Floor, Telephone House, Raj Bhavan Road, Bangalore-1
on or before 31 March 2014 positively.

4. No applications will be entertained after the due date under any circumstance and incomplete applications will be summarily rejected and no correspondence will be entertained thereafter.

5. Request for change of Quarters and change of choice for Wait-listed Applicants will not be entertained in the middle of the financial year.

6. Officers / Officials desiring new /change of Quarters/ higher type of Quarters / Transit Quarters are required to submit separate applications in FORM-A by ticking the relevant column.

7. Officers/Officials already in possession of Departmental Staff Quarters are required to submit the RENEWAL forms (FORM-B) necessarily on or before 31 05 2014.

9. The application should be forwarded through the respective Unit Officers. No separate Correspondence in respect of allotment will be entertained

10. **Entitlement Categories** : (As per Table 2 below)

- a. Pay scale as on 28.02.2014 is the criteria for deciding the type of Quarters eligible.

Table 2: PAY RANGES & ENTITLEMENTS FOR DIFFERENT TYPES OF QUARTERS:

SL NO	TYPE OF QURTERS	IDA PAY RANGE	CDA GRADE PAY 6 Th CPC
1	I A	NE-1 NE-2 NE-3& NE-4	Rs.1300,1400,1600,1650& 1800.
2	II B	NE-5 NE-6 NE-7 NE-8 &9	Rs.1900,2000,2400 & 2800.
3	III C	NE-10 NE-11 E-1A E-2A	Rs.4200,4600 & 4800
4	IV D	E-3 E-4 & E-5	Rs.5400,6600
5	IV D SPL	E-4 E-5	Rs.6600
6	V A (E-A)	E-6 E-7	Rs.7600 AND 8000
7	V B (E-B)	E-6 E-7	Rs.8700 & 8900
8	VI A (F-A)	E-9 AND ABOVE	Rs.10000
9	VI B	E-9 AND ABOVE	Rs. 67000 AND ABOVE (BASIC)

11. **CUT OFF DATES: NO CUT OFF DATES**

12. **PRIORITY OF ALLOTMENT:**

- (a) The allotments will be strictly made as per the seniority in the Waiting List.
- (b) The priority of allotment of Quarters from Type I to Type IV is as per the date of entry in the Department
- (c) Applicants for Type V A, V B and VI A only are entitled to opt for One Type Below Quarter of their eligibility.

13. **TRANSIT QUARTERS:**

- (a)Applicants for Transit Quarters should necessarily furnish their date of reporting at any of the eligible offices defined in Clause 1 above.
- (b) These applications should be submitted to the office of AGM (HR/ADMN), 1st Floor, Telephone House, Raj Bhavan Road, Bangalore-1 through the respective Unit Officer within 15 days from the date of joining the duty at Bangalore.
- (c) It is the responsibility of the Unit Officer to scrutinize all the entries made before forwarding the Application Forms to AGM (HR/ADMN), 1st Floor, Telephone House, Raj Bhavan Road, Bangalore-1.

14. **RESERVATION**

- (a) The following percentage of Quarters (Type I to Type IV) are reserved for allotment to the officials/officers belonging to SC / ST category as per roster points.
 - a.10% of the Quarters in Type I and II,**
 - b.5% of the Quarters in Type III and IV.**
 - Roster point for Type I & II 10(SC), 20(SC), 30(ST),**
 - Roster Point forType III & IV 20 (SC), 40(SC), 60 (ST).**

15. **DISCRETIONARY ALLOTMENT -OUT OF TURN ON MEDICAL / SPORTS QUOTA:**

- (a)5% of the total vacancies occurring in each type of Quarters falling vacant during the Calendar year are reserved for allotment of Quarters under the Medical PLUS Sports category on Out of Turn basis.

- (b) Applications under the Sports quota will be considered for outstanding sportsmen who have secured 1 position in the All India BSNL Competitions for atleast three years or represented the Country in an International event.
- (c) For being eligible for Out-of-turn allotment under the Medical Quota, only such cases confining to any one of the diseases given below, will be given due consideration (**subject to production of latest Medical Certificate from a Government Hospital of the Authority prescribed as per Rules**)
 - If the Officials/Officers or their family member (Wife/husband and children only) are suffering from Pulmonary TB or Cancer.
 - Having symptoms of Heart ailment of Grade III and Grade IV or congested cardiac Grade III and Grade IV or malignant Hypertension of Grade III in case of self ailment of the applicant official/officer only.
 - Blind persons – in case of self ailment of the applicant official / officer only.
 - Orthopaedically handicapped persons – in case of self ailment of the applicant official/officer only.
- (d) Officials/officers claiming Out-of-turn allotment as above, may kindly note that their requests will be considered as per the latest instructions issued by the Competent Authority(from time to time for such allotments.
- (e) For any further guidance, Applicants falling under the above Out-of-turn categories may contact AGM (HR/ADMN) Section.

16. APPLICANTS HAVING OWN HOUSE AND EARNING RENTAL INCOME

- (a) License fees will be charged as per the following rates in cases of such officials/officers seeking Departmental Staff Quarters after possessing their own house in Bangalore **AND** which has been rented out.
 - Normal license fee shall be charged if rental income is less than Rs.12,000 per month.
 - Twice the Normal license fee where the Rental income is more than Rs.12,000 per month and does not exceed Rs.20,000.
 - Thrice the Normal license fee where the Rental Income exceeds Rs. 20,000 per month.

17. Three times of license fee will be charged in case of allotment of higher accommodation at request.

18. Officers/officials may apply for quarters as per their entitlement and where such type of quarters available.

FORM A
APPLICATION FOR NEW/ HIGHER TYPE/ CHANGE/ TRANSIT
RESIDENTIAL DEPARTMENTAL STAFF QUARTERS

	NEW	HIGHER TYPE OF QUARTERS	CHANGE OF QUARTERS	TRANSIT
1	a. NAME IN BLOCK LETTERS			
	b. Employee No.			
	c. Email I/D (Mandatory for Group A & B)			
2	a. Designation			
	b. Regular /Officiating			
	c. Headquarters of the post held			
	d. HR No.(Mandatory)			
3	Address :	Telephone No:	MB-1:	2:
		Office No:	FAX:	
		Residence PH No:		
4	a. Date of Birth(DD/MM/YY)			
	b. Date of Appointment (DD/MM/YY)			
	c. Date of Retirement (DD/MM/YY)			
5	a. Date of Joining in Bangalore			
	b. If the Application is for Transit Quarters	INR	WMS	
6	Whether the applicant belongs to	SC	ST	OC
7	Type of Accommodation Entitled			
8	Whether willing to accept one stage below the entitlement (Applicable to Type V A & above only)	Type V A To IV		
		Type V B To V A		
		Type VI A To V B		
9	Basic pay as on 28.02.2014 (Enclose pay slip of FEB 2014 Mandatory)			
10	<u>Date of crossing the CDA Grade pay / E6 PayScale whichever is applicable (Mandatory)</u>	Date:		
11	Service Status	Permanent		
		Temporary		
12	BSNL MRS CARD (Copy to be enclosed)	Card No		
13	In case BSNL MRS CARD not issued, Family photo duly attested by controlling officer to be enclosed	YES NO		

14	a. Whether the Applicant's Spouse is serving in State /Central/Any Govt. Organization	YES		NO	
	b. If YES, please state Name of Organization				
	c. Has the Applicant's Spouse been allotted Residential Staff Quarters of concerned Organization in Bangalore.	YES		NO	
	d. Is the Applicant presently residing in the Residential Staff Quarters in Bangalore allotted to Spouse from the concerned Organization.	YES		NO	
	e. If YES to(d)above, please state reasons for applying				
15	Does the applicant own a house in his/her Name or in the name of the spouse/in joint Name (Ref: clause 16) a. If so, address of the house b. Rental Income per month <12,000 c. Rental Income >12,000<20,000 d. Rental Income >20,000	SELF : SPOUSE: JOINT:			
16	Indicate the place of choice (Only three choices and should be written specifically in order of preference)	1 st Choice:			
		2 nd Choice:			
		3 rd Choice:			
17	If already in Departmental Quarters & desiring for change of Quarters	a. Present Quarters occupied			
		b. Reason for seeking change of Quarters (Applicable only for change to same Type)			
		c. Reason for seeking change to Higher Type of Quarters			
18	Full Address of Accounts Officer drawing Pay & Allowances				

Separate applications in FORM-A to be given for (b) and (c) above. Additionally, please ensure to tick the appropriate BOX as given in the top of application of FORM-A

19. Details of the family who will be staying with the Applicant in the Departmental Staff Quarters:

Name	Age	Relationship	Profession if any, with Designation & Organization /Office where working	Whether entirely dependent on the Applicant (YES/NO)	Signature of the Family members with date

DECLARATION
(To be completed by the Applicant)

I hereby declare that all the Information furnished above are true and correct. I also understand that if an Officer / Official has furnished incorrect information in his Application with a view to secure an allotment, the Allotting Authority may cancel the allotment of the Quarters without prejudice to any Disciplinary action that may be taken against Officer/Official.

1. I also undertake not to sublet the Quarters wholly or in part without the written Approval of the GM (HR/Admn.), BGTD, Bangalore.
2. I also undertake that if I am transferred
 - Out of Bangalore, I shall vacate the allotted residential Departmental Staff Quarters as per applicable Rules and
 - To any other eligible unit in Bangalore (As defined under Clause 1 of General Guidelines), I shall request for retention of Quarters as applicable in the rules.
3. In any other eventuality, it is the responsibility of my dependents/spouse to arrange for the request for retention / vacation of my allotted Residential Departmental Staff Quarters as per rules.
4. On Superannuation / Retirement, I will vacate/request for retention of the Quarters, within 15 days prior to the date of retirement.
5. I am aware of the penalties to be imposed in the event of not vacating/not requesting for retention as per eligibility and rules.
6. I also undertake not to be in occupation at any point of time of two Residential Staff Quarters, i.e.,
 - My allotted Residential Departmental Staff Quarters and
 - Any other Staff Quarters in case my Spouse has already been allotted /occupied Residential Staff Quarters from State /Central / Government Organization

DATE:

Signature:

Name :

Designation:

Unit :

(To be completed by the Applicant's Unit Officer)

Endt. No:

dated at Bg the

Forwarded to AGM (HR/Admn) 1st floor CTO Bldg PGM office, BGTD, BG-1. Certified that the facts stated in the Application have been verified and found correct. The Applicant is likely to be on duty in Bangalore for the greater part of the year.

Date:

Designation:

Unit :

NOTE: LAST DATE OF RECEIPT OF APPLICATION IS 31.03.2014

FORM -B
APPLICATION FOR RENEWAL OF RESIDENTIAL DEPARTMENTAL
STAFF QUARTERS

(Mandatory to be filled up by all Occupants)

01	NAME in BLOCK Letters	
02	Employee No.	
	HR No.	
	Email:	
3	Designation	
4	Category: SC/ST/OC/TA/SPORTS/MEDICAL	
5	Office where presently working	
6	Office PH No:	
	Res. PH No:	
	Mobile:	
	FAX:	
7	Date of Birth:	
8	Date of Initial Appointment	
9	Date of Retirement on Superannuation	
10	Type of Quarters Occupied	
11	Quarter No. & Locality	
12	Date of Occupation	
13	Enclose latest pay slip (Pay-Slip of Feb -2014)	
14	BSNL MRS CARD (Copy to be enclosed)	Card No
15	In case BSNL MRS CARD not issued, Family photo duly attested by controlling officer to be enclosed	YES/ NO
16	Full Address of the Accts. Officer drawing Pay & Allowances:	

I certify that the information furnished above is true and correct to the best of my knowledge. I undertake that in the event of transfer/ on superannuation / retirement / Spouse being allotted or holding Residential Govt. accommodation, I shall vacate / apply for retention of Quarters (as the case may be) and obtain permission of the Competent Authority.

Date:

Bangalore

(To be completed by the Applicant's Controlling Officer)

Signature:

Name :

Certified that the facts stated in the Application have been verified and found correct.

Forwarded to AGM (HR/Admn)Office, O/o PGM) BGTD, BG-1.

NOTE: LAST DATE OF RECEIPT OF APPLICATION IS 31.05.2014