

# **REGIONAL STUDY CENTRE**

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## **FUNCTIONS OF AAO BSO**

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## OVERVIEW OF THE FUNCTIONS OF DAD IN REVENUE MANAGEMENT

INTRODUCTION: Amounts recovered by Defence on account of Licence fee and allied charges and revenues on profitable utilization of its immovable properties constitute the core subject of Revenue Management.

Quartering charges constitute (a) Licence fee for accommodation (b) Charges for allied services called allied charges including there under:-

- (i) Charges for electricity and water consumed.
- (ii) Hire charges for furniture issued.
- (iii) Charges for conservancy services.
- (iv) Taxes for services, payable to municipalities etc.,
- (v) Hire charges for electrical equipments like fans, refrigerators etc., issued on hire.

Before we take a plunge into details we shall try to know the system and the checks and balances that are available for ensuring an effective revenue management.

### WHAT ARE THE KEY AREAS OF CONCERN FOR REVENUE MANAGEMENT AS REGARDS RECOVERY OF LICENCE FEE?

1. To ensure that all capital expenditure on construction of a new building or carrying out repairs is appropriately reflected in the Register of buildings.
2. To ensure that all buildings hired by Defence are taken on the records.
3. To ensure that rent is recovered at the correct rates in respect of all rentable buildings including hired buildings.
4. To have track of all vacant buildings for ensuring that action is taken to avoid loss of revenue to the Govt.

The MES is vested with the responsibility of carrying out Engineer services under separate budget heads for revenue and capital for Army, Military Farms, Air Force, Navy, Ordnance Factories and Research and Development Establishments in accordance with the provisions contained in the MES Regulations.

The DAD plays a vital role in release of funds for the Works executed by MES in terms of audit and release of RAR payments or final Bills.

## FUNCTIONS OF AAO BSO

1. Audit of allotment sanctions
2. Audit of occupation / vacation returns
3. Verification of return of recoveries from Meter Reader Books
4. Completion of Revenue ledgers with OVRs & RRs
5. Issue of monthly rent bills & watching acknowledgements
6. Watching recoveries from private parties
7. Scrutiny of rent reimbursement claims of officers
8. Review of vacant buildings to avoid loss of revenue
9. Issue of no demand certificates.
10. Audit of annual occupation returns

## REGISTERS CONNECTED WITH REVENUE MANAGEMENT

It must be understood that as far as stock of buildings is concerned the accounting system places responsibilities on different agencies for maintenance of Building records and since these agencies inter-act with each other the records maintained by them can be cross checked.

The GE is responsible for maintenance of the Register of Permanent Military Buildings and Register of Temporary Military Buildings in accordance with Para 380 of RMES (I.A.F.W 2168). The BSO is responsible for maintenance of Register of Rentable Buildings. The AAO BSO is responsible for maintenance of Revenue Ledger. Revenue Ledger (I.A.F.W 2240) contains a record of revenue due and recovered in respect of each building or quarter and also from other sources. Separate Revenue Ledgers will be maintained for (a) Govt. owned quarters (b) Hired, leased and requisitioned accommodation in the station pool and (iii) civil works revenue. (SEE SPECIMEN ENCLOSED)

As per para 684 of RMES, when the accounts of a work involves expenditure on the construction, acquisition or equipment of a building intended to be used for residential purposes, or on additions and alterations or renewals to an existing rentable building, it will be ensured that (i) that if it is a new building, it is entered in the Register of Buildings and Rent Assessment Ledger or if an existing building, suitable amendments are made to the capital costs and that (ii) the rent is revised accordingly. This applies to internal electrical installations also. Thus whenever an original work or special repairs is completed, the **AAOGE** has to ensure that the above

Registers have been suitably updated and the RTMB/RPMB No. has to be linked in the final bill. This way, he ensures that the payment is linked to the Register of buildings. The AAOGE will ensure updation of (I) Register of Buildings (ii) Licence fee Assessment Register. The AAO GE has to check that the assessed Licence fee or the revised Licence fee specifying the date from which it takes effect is intimated to the AAO BSO and his acknowledgement obtained (This has a diluted effect with the introduction of flat rate of licence fee for married accommodation). The AAO BSO before forwarding the acknowledgement has to enter the details in the Revenue Ledger.

Apart from the buildings of the Defence, the AAO GE will forward a complete list of all hired buildings and rentals paid as on 1<sup>st</sup> April each year and monthly change statements thereafter by 5<sup>th</sup> of the following month which will be linked by the AAOBSO into the list as on 1<sup>st</sup> April and checked with the entries in the Revenue Ledger. Thus the Revenue ledger will be a foolproof record of all buildings, which are in possession of the Defence in respect of the jurisdiction of the BSO from which proper revenue realization can be checked. The revenue ledgers will be submitted monthly to the Barrack Stores officer who will initial them in token of his scrutiny.

In addition to the above the BSO will maintain an up-to-date record of all the rentable buildings in every station in the Register of Rentable Buildings (I.A.F.W 2169). This register will include all rentable buildings including those used as cinemas, institutes etc., and those used by the Central or State Govt, Cantonment Authority. These will be frequently checked by BSO with the Register of Buildings and occupation returns. This will ensure that having checked the taking on stock records for capital expenditure incurred, separate details are kept for rentable buildings and the possibility of omission is checked with the Register of Buildings. Needless to state all the above registers of BSO, AAOGE and AAOBSO are subjected to audit by the RAO/LAO for an overall review of the whole system.

We have seen how the mechanism operates to ensure that in respect of every expenditure on original work or repairs the Revenue ledger can ultimately be linked. The system has inbuilt strength to ensure that all buildings under the jurisdiction of a BSO are found entered in the Revenue Ledger. With this basic record the AAO BSO has to discharge his principal responsibility of issuing Licence fee bills in respect of all occupied residential accommodation/ commercial shops etc., and watch for acknowledgement / remittance of MRO.

## ISSUE OF LICENCE FEE BILLS

### ALLOTMENT OF GOVT. ACCOMMODATION:

All accommodation in a station are at the disposal of Station commander. The station Commander or inter services quartering committee or other allotting authority will allot quarters to individual officers. On receipt of the allotment orders, the officer will approach the BSO concerned. BSO is the representative of GE who will be physically in charge of the accommodation. On receipt of the allotment orders BSO will hand over the quarter to officer. The accommodation allotted to an officer is required to be taken over within 10 days from the date of allotment. The licence fee will be charged from the 11<sup>th</sup> day of allotment or date of occupation whichever is earlier. The medium through which the information is conveyed to the AAO BSO to correctly effect the recovery is the Occupation Return.

The occupation returns are to be issued in respect of

- (1) Service officers
- (2) Defence civilians
- (3) Single officers
- (4) Private parties
- (5) Messes.

The BSO is responsible for ensuring that occupation returns in respect of all quarters in the station are prepared promptly correctly and rendered to AAO BSO for his preparation of Licence Fee bill. In the case of other buildings units and formations in occupations are responsible for prompt and correct rendition of the occupation returns to the BSO who after check will pass on one copy to the AAO BSO.(PARA 631 RMES)

### ISSUE OF LICENCE FEE BILLS

AAO BSOs responsibility in revenue management is to ensure that the LF Bills are raised in respect of all parties noted in the Revenue Ledger immediately as it falls due and the same is sent to the correct paying authorities. His duty ends with the receipt of acknowledgements from them and noting it in the revenue ledger. He is not responsible for actual recovery. In this sense the demands outstanding in his revenue ledger represents for a large part cases in which the acknowledgements have not been received without any confirmative indication as to its actual recovery. In respect of shops etc., he has to watch for a copy of the punching medium from the AAO GE in adjustment of the MRO. It is significant to note that the AAOBSO has his own records to ensure that LF bill is floated for all the parties as due. The second part of AAO BSO's responsibility is to pursue cases of vacant buildings from which revenue could not be realized.

## ROLE OF BSO IN OCCUPATION/VACATION RETURNS:

The BSO renders occupation/vacation returns in respect of all quarters in the station of which he is the physical custodian,

- (i) Immediately after handing/taking over of any accommodation
- (ii) Monthly by 5<sup>th</sup> of every month to show changes in occupation within unit lines, single officer's quarters etc., during the preceeding month. If there are no changes a nil return will be rendered.
- (iii) Annually, a complete occupation return showing all buildings, rentable and non-rentable whether Govt. owned or hired by the 20<sup>th</sup> of April to show the position as on 1<sup>st</sup> April. (PARA 632 RMES).

In the case of shops canteens etc., let out by the units the units have to furnish the occupation returns in duplicate to the BSO who will forward one copy of the same to the **AAOBSO**.

The occupation returns rendered by the BSO will be fully checked by the AAOBSO. Besides the general completion of the return, it should be seen that

- (i) That the return is rendered on the prescribed form (IAFZ 2179) as amended.
- (ii) That the description of the buildings is correctly given.
- (iii) That the return is signed by the authority responsible for its submission.
- (iv) That the relevant columns of the return are properly filled in; and
- (v) That the information whether quarters are furnished or unfurnished is given.

Before forwarding the occupation /vacation return to **AAOBSO**, BSO will carry out a physical check with reference to the entries in the Register of Rentable buildings which is to be maintained by him. For the purpose of recovery of allied charges on account of water and electricity, it is his responsibility to arrange for meter reading and send to **AAO BSO Return of recovery** (herein after called RR) by 10<sup>th</sup> of every month the position showing the consumption during the preceeding month. He will also furnish the list of furniture issued to the occupants through **AAO GE** for recovery of furniture hire charges along with rent.

POSTING IN REVENUE LEDGER BY AAO BSO:

After audit scrutiny of the occupation returns, return of recoveries for electricity and water charges and furniture hire statement, Revenue ledger will be posed in with entries. Rent and allied charges recoverable for each quarter/shop/Building etc will be worked out and L.F bills will be prepared and issued as under. L.F bills for a particular month will be allotted a consecutive serial number from a numbering register to be maintained for this purpose.

DUE DATES FOR PREPARATION OF BILLS (PARA 694 RMES)

Govt. servants: Bills should reach the paying authorities by 23<sup>rd</sup> of the month to which they pertain.

Pensioners & Private parties:

Bills sent in advance so that amount is paid on or before 5<sup>th</sup> of the month to which the Bills pertain.

L.F. BILLS: TO WHOM SHOULD LF BILLS BE SENT: (PARA 693 RMES)

Licence Fee bills in respect of Service Officers will be prepared on IAFW-2241A and sent to the CDA(O). In all other cases bills will be prepared on IAFW-2241 and where the occupants are in Govt. Service, sent to the Pay Accounts officers, defence or civil as the case may be with copies to the formations concerned. LF Bills in respect of persons not in govt. service will be through the appropriate MES Office either to the allotting authorities for recovery or to the individuals concerned where they pay to the MES direct.

NUMBER OF COPIES & DISPOSAL:

Category of Occupants	No. of copies made	To whom sent	Remarks
1. Army officers	4	Original & duplicate to CDA(O) Triplicate 'OC'; quadruplicate copy returned to BSO for his information guidance and record.	
2. Air Force Officers	5	Original & Triplicate -IAFCAO Delhi	Triplicate will be sent to Officers Unit

Category of Occupants	No. of copies made	To whom sent	Remarks
		Duplicate to - DYCDA(AF) Delhi Quadruplicate – Office copy Quintuplicate copy returned to BSO for his information guidance and record.	after recovery along with statement of entitlement
3. Naval Officers	4	Original - SO i/c IN pay office Bombay Duplicate - CDA (N) Bombay Triplicate - Office copy Quintuplicate copy returned to BSO for his information guidance and record.	
4. Defence Civilians:			
Attached to Air Force Units	4	2 copies - OC,IAF, CAO N.Delhi 1 copy - Commander of the Unit 1 copy – Office Copy	
All others	3	1 copy – Unit Concerned 1 copy – Pay Section of Regional CDA. ;1 copy – Office Copy	In case of Industrial Employees copy will be sent to AAO GE / LAO concerned
DAD	3	1 copy – Paying Controller 1 copy – Auditing Controller 1 copy – Office Copy	
5. Employees of other Depts. / State Govt/	4	2 copies – Pay & Accounts officer 1 copy – Establishment concerned 1 copy – Office Copy	

Category of Occupants	No. of copies made	To whom sent	Remarks
6. Occupied by other Depts. for Office use (Post Office etc.,)	4	3 copies – Head of the Office concerned 1 copy – Office Copy	
7. All others (Private parties etc.,)	3	2 copies – Allotting Authority 1 copy – Office Copy	

#### GENERAL POINTS REGARDING RECOVERY OF LICENCE FEE

1. Pending settlement of any discrepancies in the LF Bill, which should be referred to the authority responsible for the allotment of the quarter, the individual concerned will pay the amount billed for.
2. If the amount of LF and allied charges recoverable in arrears from civilians paid from Defence Services Estimates including the establishment under CGDA, owing to errors in assessment, exceeds 1/3<sup>rd</sup> of the emoluments, the Head of the Departments will have the discretion to authorize recoveries in smaller instalments not exceeding 12 in number.
3. In cases where recoveries are made through civil accounts officers, debits will be raised duly supported by the accepted copies of the licence bills.

IMPORTANT PROVISIONS IN A.I 10/S/86 GOVERNING ALLOTMENT OF ACCOMMODATION TO SERVICE OFFICERS.

1. A married officer below 25 years of age is not eligible for married accommodation. (PARA 5)
2. Married Service Officers above the age of 25 years is entitled for married Govt. accommodation at the duty station provided his family is residing with him.(PARA 4)
3. If the family of the service officer is not residing with him he may be allotted with single accommodation, if he so wishes (PARA 1 read with 38)
4. A single officer may be allotted with married accommodation for administrative reasons such as he is required by nature of appointment held by him to occupy a married accommodation normally allotted to the incumbent of such accommodation. (PARA 6)
5. Service Officers posted on deputation to the CSD Bombay can be allotted with Govt. accommodation from the station pool.(PARA 11)
6. Married Naval officers afloat are entitled for accommodation for their families at the port at which the ship they are serving is based.(PARA 7)
7. N.C.C. Officers posted to NCC Directorates /Group HQRs/Units will be treated as part of the local Garrison and will be allotted Govt. accommodation on par with other service officers posted in the station.(PARA 9)
8. TA Officers posted on embodiment for service under the T.A Act and moving out to other peace stations are entitled to accommodation as regular Army Officers provided the period of embodiment is likely to be one year or more. (PARA 10)
9. Since Military Farm is a quasi-commercial organization and their officers generally are located far away from the Military areas, the responsibility for provision of accommodation to such officers devolves on the Military Farms.(PARA 14)
10. M.N.S. Officers are eligible for allotment of Defence Civilian accommodation in their own turn. Surplus Services accommodation where available may also be temporarily allotted to them till not required for entitled Service Personnel. (PARA 15)

IMPORTANT POINTS TO BE SEEN IN ISSUE OF LF BILLS AND ALLIED CHARGES BILLS FOR SERVICE OFFICERS

PROCEDURE: With Effect from 1/7/98, Bills for Licence Fee and allied charges in respect of Service Officers occupying married accommodation is covered by a new procedure introduced vide MOD letter No 42099/Q3 (B-I)/4297/D (Q&C) DATED 23/3/98 circulated under CGDA New Delhi letter No. PRO/203/AT-X/V dated 6/5/98.

As per the revised format there are three appendices:-(SPECIMEN ENCL)

APPENDIX-A: This will be in green colour and will be used for initial occupation and vacation return and standard license fee and allied charges at the time of initial occupation/Change statement.

Provisional charges for electricity and water will be intimated in the Appendix "A" as under subject to readjustment based on actual consumption/billing.

S.N	RANK	Light	Power	Total	Water	Total
1	Maj.Gen/Lt.Gen & equivalent	40	50	90	30	120
2	Major to Brig & Equivalent	35	45	80	25	105
3	Capt. Below and equivalent	30	20	50	15	65

RATES OF LICENCE FEE CHARGEABLE

TYP E	RANGE OF LIVING AREA (IN SQ M)	FLAT RATES OF LICENCE FEE TO BE CHARGED (RS)	RATES FOR FURNITURE CHARGEABLE FROM SERVICE OFFICERS
IV	59 TO 75	146.00	73.00
	76 TO 91.5	183.00	91.50
D.II	91.5 to 106	260.00	130.00
	BEYOND 106 UPTO 130	316.00	158.00
DI	BEYOND 130 UPTO 159.5	386.00	193.00
E-II	BEYOND 159.5 UPTO 189.5	462.00	231.00
E-II	189.5 TO 224.5	543.05	271.75
VII	243 to 350	775.5	389.25
VIII	350.5 to 522	1450.00	725.00

NOTE: Furniture charges are recovered @ 50% of the rental liability

The Licence fee rates have been calculated on the basis of 50% of the Standard Licence Fee.

For servant quarters and garages allotted independent of the regular accommodation the following flat rates may be recovered.

Servant Quarters: Rs. 36/-

Garages: Rs. 22/-

HOTEL ACCOMMODATION:

CATEGORY	RANGE OF LIVING AREA (IN SQ M)	STANDARD LICENCE FEE	FLAT RATES OF LICENCE FEE TO BE CHARGED (RS)	RATES FOR FURNITURE CHARGEABLE FROM SERVICE OFFICERS
SINGLE ROOM	21.5 TO 30	198.00	99.00	49.50
SINGLE ROOM	30.5 TO 39.5	280.00	140.00	70.00
DOUBLE ROOM	47.5 TO 60	385.00	192.50	96.25

In addition for servant quarters allotted independent of regular accommodation, a flat rates of Rs 36/- per month may be recovered and for garages RS. 22/- may be recovered..

APPENDIX-B : This will be in Yellow colour and will be prepared quarterly for water and electricity based on the return of recoveries to be submitted by BSO to their AAO BSO by 10<sup>th</sup> of the month following each quarter. The billing will be based on quarterly meter readings. The period of meter readings will be made to coincide with the period of billing.

APPENDIX-C: This will be in red colour and will be used for refund claims.

IMPORTANT POINTS TO BE OBSERVED IN PREPARATION OF APPENDIX A,B &C:

1. It must be noted that the revised format is in respect of Defence Service Officers for married accommodation only. In respect of single officers as well as Defence civilians private parties and messes etc., the bill for LF and allied charges would be issued monthly in IAFW. 2241.
2. The entries must be correctly filled in. The personal account nos/ CDA (O) Account No. must be correctly filled in, as this will be the key to trace the concerned ledger account of the officer.
3. The IOR in respect of service officers married accommodation only at the time of initial occupation by the officer or vacation or changes in standard licence fee or other particulars for which columns are provided.

4. Before initiating change statements the original IOR should be checked and linked.
5. Occupation Returns /vacation returns / Change statements must be serially numbered and a control register is to be maintained by BSO (E-IN-C BR NO.29469/V/POL/E2(WPC) DT. 23/11/84)
6. The Appendix "A" should indicate only the provisional recovery rates as regards water and electricity. The actual rates should not be indicated as this would increase the standing recoveries incorrectly.
7. The Appendix "B" is a quarterly statement and should not be sent every month.
8. The Appendix "A", "B" & "C" should be signed by the AAO BSO indicating the name and address of his office with station.
9. Column 19 in Appendix "A" is meant for licence fee only. Servant and Garage charges should not be indicated in Column 19 as these will be calculated with reference to the Yes/No confirmation against Column 35 & 36.
10. Column 13 in the case of initial occupation and Column 14 or 13&14 in the case of vacation should mandatorily be filled in.
11. Appendix "C" ie., refund bill is to be issued only in cases where there has been an erroneous recovery of license fee and allied charges. For refunds Appendix "A" should not be used.
12. Furniture Hire statements will be furnished by the BSO as usual to enable the UABSO to fill the respective columns.
13. Change statements will have to be initiated within 3 days of the vacation and within 7 days of the occurrence of other changes.
14. In the case of quarterly change statement for water and electricity, if the initial occupation is in the mid portion of the quarter, the rent return will be submitted by the BSO on the next stipulated date (10<sup>th</sup> of the month following the quarter) even though the period will be less than three months and thereafter at intervals of every 3 months as per the above stipulated date. The initiation of the proforma will be based on the quarterly meter readings both for water and electricity which will be coincided with the period of initiation of the Appendix "B". In case a meter goes out of order, it will be the responsibility of the occupant to inform the MES to enable

them to verify and record the effective date. In case of failure of the user to intimate the MES, about the meter going out of order, the date will be determined by MES based on the consumption recorded as compared to the average consumption during the previous period and the bill prepared for part consumption as recorded and balance fixed charges as per existing procedure.

(NOTE: SL. NOS 12 TO 14 ARE BASED ON E-IN-C BR NO.29469/V/POL/E2(WPC) DT. 23/11/84.)

LF BILLS IN RESPECT OF CIVILIANS

TYPE OF ACCOMMODATION FOR CIVILIANS PAID FROM DEFENCE SERVICES ESTIMATES

<u>TYPE OF RESIDENCE</u>	<u>ENTITLEMENT WITH REFERENCE TO BASIC PAY AS ON 1/11/98 OR THEREAFTER</u>
I	LESS THAN RS. 3050/-
II	LESS THAN RS. 5500/- P.M BUT NOT LESS THAN RS. 3050/- P.M
III	LESS THAN RS. 8500/- P.M BUT NOT LESS THAN RS. 5500/- P.M
IV	LESS THAN RS. 12000/- P.M BUT NOT LESS THAN RS. 8500/- P.M
IV(Spl)	NOT LESS THAN RS. 10000/- P.M
V(A)	LESS THAN RS. 15100/- P.M BUT NOT LESS THAN RS. 12000/- P.M
V(B)	LESS THAN RS. 18400/- P.M BUT NOT LESS THAN RS. 15100/- P.M
VI -A	LESS THAN RS. 22400/- P.M BUT NOT LESS THAN RS. 18400/- P.M
VI (B)	LESS THAN RS. 24500/- P.M BUT NOT LESS THAN RS. 22400/- P.M
VII	LESS THAN RS. 26000/- P.M BUT NOT LESS THAN RS. 24500/- P.M
VIII	RS. 26000/- AND ABOVE

HOSTEL SUITE

Double suite with kitchen --- Rs. 8500/- per month

Single suite with kitchen --- Rs. 6500/- per month

Single suite without kitchen --- Rs. 6500/- per month

(GOVT. OF INDIA MOD LETTER No. 42933/Q3(B-i.) /1132 /D/(Q&C) DATED 22/3/99 reproduced under CDA Chennai Part I Office Order No.73 dated 3/8/99.

FIXATION OF FLAT RATES OF LICENCE FEE AND FURNITURE CHARGES FOR RESIDENTIAL ACCOMMODATION FOR JCOs AND EQUIVALENT RANKS OF NAVY AND AIR FORCE GRANTED HONORARY COMMISSION

(AUTHY: GOI MOD NO. 7506/93/POL(Qtr)/269/D DT. 21/3/2007 CIRCULATED UNDER CGDA NO. 10243/AT-X/VI DT. 27/4/2007 (REPRODUCED UNDER CDA CHENNAI PART I O.O NO.31 DT. 29/5/2007)

SALIENT POINTS COVERED IN THE ABOVE LETTER:

1. No additions / alterations of structural character will be carried out in residences if considered at the request of the allottees. Such additions/alterations if considered necessary may be carried out in all similar residences in standardized manner with the prior approval/sanction of the govt. and no additional licence fee or charges will be recovered from the allottees for such additions/alterations.
2. The rates shall be effective from 21/3/2007

APPENDIX "A"

TABLE SHOWING LICENCE FEE AND FURNITURE CHARGES CHARGEABLE FROM JCOs GRANTED HONY COMMISSION FOR STANDARD AND CLASSIFIED ACCOMMODATION

TYPE	RANGE OF LIVING (SQ MTR)	FLAT RATES OF STANDARD RENT	FLAT RATES OF LF CHARGEABLE FROM HONY. COMM OFFICERS	RATES OF FURNITURE CHARGES
B	26.5 TO 40	143.00	72.00	36.00
B	41.00 TO 50	183.00	92.00	46.00
C	34.5 TO 55	217.00	109.00	55.00
C	56 TO 65	265.00	133.00	67.00
D	59 TO 75	293.00	147.00	74.00

- (i) These rates have been calculated on the basis of 50% of the standard rent arrived at after maintaining parity with rates prescribed by Ministry of Urban Development, Dte. of Estates OM No. 18011/4/2003-POL-III dated 22/6/2004.
- (ii) Furniture charges are recovered at 50% of the rental liability (licence fee) at the maximum.

NOTE: In case the accommodation is bigger than the scales given above, the licence fee in excess will be charged on the basis of living area.

APPENDIX "B" : SINGLE ACCOMMODATION:

CAT OF SUIT	CAT WITHIN SAME TYPE SQ MTR	RATE OF LF AT AVERAGE POOLED STD RENT OF RS. 2.24 PER SQ MTR	RATE OF LF & FURNITURE CHARGES CHARGED FROM JCOs GRANGED HONY COMM	
			LF AT 50% OF RATES	MAX RATES FOR FURNITURE @ 50% OF LF
SINGLE ROOM (i)	21.5 to 30	198.00	99.00	50.00
SINGLE ROOM (ii)	30.5 to 39.5	280.00	140.00	70.00
DOUBLE	47.5 TO 60	385.00	192.5	96.50

APPENDIX "C"

YARDSTICK FOR DETERMINATION OF LIVING AREA:

MAIN BUILDING:

A	Room, kitchen, bathroom latrine, store and enclosed verandah	100% of floor area
B	Open verandahs corridors and Barsati	25% of floor area
C	Proch	12.5% of floor area
D	Courtyard Pucca	5% of the floor area

OUT HOUSES.

A	Rooms	25% of floor area
B	Verandahs	12.5% of floor area

STATEMENT SHOWING THE REVISED FLAT RATES OF LICENCE FEE APPLICABLE FOR CENTRAL GOVT. RESIDENTIAL ACCOMMODATION THROUGHOUT THE COUNTRY W.E.F 1/7/2007.

(ANNEXURE I TO GOVT. OF INDIA MIN OF URBAN DEVELOPMENT POVERTY ALLEVIATION DIRECTORATE OF ESTATES, NEW DELHI LETTER NO. 18011/1/2006-Pol-III dt. 20/9/2007 RECEIVED UNDER CGDA NO. AN/XII/18094/circular/Vol. I 25-26/6/2008 -.

TYP E	RANGE OF LIVING (SQ MTRS)	REVISED FLAT RATE	REMARKS
A	UPTO 30	28	Qtrs sharing toilet facilities for more than 2 qtrs
A	UPTO 30	36	Qtrs sharing toilet facilities for 2 qtrs
A	UPTO 30	65	Qtrs with plinth area less than 300 sq ft.
A	UPTO 30	81	Qtrs with plinth area of 300 ft or more
B	MORE THAN 26.5 UPTO 40	144	
B	40 TO 50	185	
C	MORE THAN 34.5 UPTO 55	219	
C	55 TO 65	268	
D	59 TO 75	297	
D	76 TO 91.5	371	
E	UPTO 106	526	
E	BEYOND 106 UPTO 130	639	
E-I	BEYOND 130 UPTO 159.5	782	

TYP E	RANGE OF LIVING (SQ MTRS)	REVISED FLAT RATE	REMARKS
E-II	BEYOND 159.5 UPTO 189.5	935	
E-II	189.5 TO 224.5	1099	
E-III	243 to 350	1574	
E-III	350.5 to 522	2316	

#### HOSTEL ACCOMMODATION

CATEGORY	RANGE OF LIVING AREA (IN SQ M)	RATES OF LICENCE FEE ADOPTED BY MIN OF URBAN DEV W.E.F 1/4/2001
SINGLE ROOM	21.5 TO 30	200
SINGLE ROOM	30.5 TO 39.5	283
DOUBLE ROOM	47.5 TO 60	389

NOTE: For servant quarters and garages allotted independent of the regular accommodation the following flat rates may be recovered.

Servant Quarters: Rs. 36/-

Garages: Rs. 22/-

NOTE: These rates would be subject to a maximum ceiling of 10% of the monetary emoluments of the allottee.

NOTE: It has been clarified by CGDA New Delhi vide their NO. 10178/AT-X/XLIV dated 24/1/2002 and 11.6.2002 that KV Teachers and staff in occupation of Defence accommodation are to be charged licence fee at the same rate as applicable to Defence civilians from the date of occupation

STATEMENT SHOWING LICENCE FEE FOR SUB-STANDARD/  
UNCLASSIFIED ACCOMMODATION W.E.F 21/11/2007.

GOVT. OF INDIA MOD NO. 1(3)/99-D (Q&C) DT. 21/11/07  
REPRODUCED UNDER CGDA NO. 10243/AT-X/VOL VI dt 6/5/08

RANGE OF LIVING AREA (IN SQ. MTR)	STANDARD RENT AT FLAT RATES ON THE BASIS OF MEAN OF THE AREAS (TO BE CHARGED FROM CIVILIANS)		FLAT RATES OF LICENCE FEE AT FLAT RATES FIXED AT HALF OF THE STANDARD RENT (TO BE CHARGED FROM SERVICE OFFICERS)		RATE FOR FURNITURE CHARGE TO BE CHARGED FROM SERVICE OFFICERS *
	PUCCA ACCN @ RS. 1.68 PER SQ MTR	HUTMENT ACCN @ RS. 1.68 PER SQ MTR	PUCCA ACCN	HUTMENT ACCN	
1	2	3	4	5	6
UPTO 40	92.00	56.00	46.00	28.00	73.00
BEYOND 40 UPTO 55	120.00	72.00	60.00	36.00	73.00
BEYOND 55 UPTO 65	151.00	91.00	76.00	46.00	73.00
BEYOND 65 UPTO 75	176.00	106.00	88.00	53.00	73.00
BEYOND 75 UPTO 91.5	210.00	127.00	105.00	64.00	92.00
BEYOND 91.5 UPTO 106	299.00	182.00	150.00	91.00	130.00

RANGE OF LIVING AREA (IN SQ. MTR)	STANDARD RENT AT FLAT RATES ON THE BASIS OF MEAN OF THE AREAS (TO BE CHARGED FROM CIVILIANS)		FLAT RATES OF LICENCE FEE AT FLAT RATES FIXED AT HALF OF THE STANDARD RENT (TO BE CHARGED FROM SERVICE OFFICERS)		RATE FOR FURNITURE CHARGE TO BE CHARGED FROM SERVICE OFFICERS *
BEYOND 106 UPTO 159.5	401.00	243.00	201.00	122.00	193.00
BEYOND 159.5 UPTO 189.5	527.00	320.00	264.00	160.00	231.00
BEYOND 189.5 UPTO 224.5	626.00	380.00	313.00	190.00	272.00

\* NOTE: The rates of furniture charges are the same as applicable for the standard and classified accommodation as per range of living area of the accommodation, provided the furniture supplied is according to the entitlement of the officer. Other wise hire charges for furniture shall be recovered in accordance with the procedure laid down in Govt. of India MOD letter No, C/00578/Q3 (B-1)/774/D (Q&C) dt. 26/2/90.

DAILY OCCUPANCY RATES FOR MES INSPECTION BUNGALOWS  
(ARMY HQRS E-IN-C BRANCH LETTER NO. 27742/B/POL/E2 W  
(PPC) DT.31/12/99 REPRODUCED UNDER CDA CHENNAI PART I  
OFFICE ORDER NO. 62 DATED 4/10/2000.

The rates for occupancy and other charges are as under:-

“S” denotes SINGLE

“D” denotes DOUBLE

SN	LOCALITIES DES. OF CHARGES	VIP ROOMS AIR- CONDITI ONED		NON- AIR CONDITI ONED ROOM		ANNEXES	
		S	D	S	D	S	D
1	BASIC RATE (OCCUPANCY CHARGES PER DAY)						
(a)	A & A1 CITIES INCLUDING EXPENSIVE LOCALITIES	50	75	25	35	10	15
(b)	B1 cities including expensive localities	35	50	15	20	5	10
(c)	Other localities	25	35	10	15	5	10
2	MISCELLANEOUS CHARGES						
(a)	SERVICE CHARGES (RS. PER HEAD/PER DAY)	10	10	10	10	5	5
(b)	ROOM COOLER (RS. PER ROOM/PER DAY) WHEREVER PROVIDED	15	15	15	15	15	15

NOTES:

1. Classification of localities of IB s shall be the same as provided in the Rules.
2. The basic rates of occupancy as mentioned above are for MES Officers on duty (Both military and civilian). MES Officers not on duty shall be charged double of basic rates. Officers shall be deemed to be on duty when on temporary duty during joining time upto 10 days from the date of joining in the case of

permanent transfer to the station. Reference to Movement Order of officers on duty shall be recorded by the Officers while making entries in the MES IB Register. Otherwise, occupancy charges at non-duty rates shall be charged. Retired MES Officers shall be charged at double of basic rates..

3. Officers of Services/Departments other than MES shall be charged at the rate of one and half times the basic rates while on duty and at the rate of three times the basic rate while not on duty. Private individuals shall be charged four times the basic rates.
4. Occupation charges will be levied for single bed if the occupant stays single in the double bed room. Two officers sharing a double bed room shall be charged separately on single bed rates.

#### RECOVERY OF RENT FOR SQUASH COURTS FROM SERVICE OFFICERS:

No rent is recoverable for the squash courts for the service personnel constructed on or after 1/9/1959. Normal maintenance of squash courts will be carried out by MES but expenditure on special alterations such as change of cement floor to wooden floor etc., will not be met from Public Funds. (GOI MOD letter No. 58720/Q3 (B7/3353-Q/O (Qts) dated 15/10/80 reproduced under CDA (SC) Part I office Order No. 311 dated 14/11/80). The reference to the above letter in CB Lall's compilation of UA Manual (p.85) (Edition amended up to 10/3/2002) appears to be incorrect.

#### VACATION OF A BUILDING

When vacation of a building is reported, it should be verified from the Revenue ledger that intimation of the occupation of the building by the person reported as vacation was duly received and noted in the Revenue ledger. In the case of persons entitled to rent free accommodation for whom separate folios are not required to be opened in the Revenue Ledger, the verification will be done from the report of retention of accommodation beyond the permissible period by the BSO / Station authorities.

If the quarters are vacated without sufficient reasons, licence fee should continue to be claimed till such quarters are allotted to other eligible individual and LF recovered. In case of those entitled to rent free accommodation, the CDA/PAO should be informed for not entertaining the CILQ claims.

In the case of private parties the vacation should be audited with reference to the terms of agreement (copy of which should have been sent to the BSO earlier), especially regarding the notice period.

In the case of Govt. servants entitled to Govt. accommodation, the individual should vacate the quarters within 10 days after handing over charge. Exceptions are made for retention of accommodation in certain cases. If in the new accommodation the individual is not provided with entitled accommodation, a married officer can retain the Govt. accommodation at the old duty station for a period of 2 months from the date of handing over of charge. In the case of officers posted to non-family area, / afloat the accommodation can be retained for a period of 2 months subject to the sanction of the Area Commander. Station commander has power to grant retention upto the end of the academic year in the case of transfers from one peace station to another of Service Officers / PBORs.

It is an important responsibility of DAD to check that Govt. buildings are NOT lying vacant unduly. For this purpose a Monthly Vacant Building report is envisaged in AO 446/51 to be submitted by BSO to station HQRs by 5<sup>th</sup> of each month with a copy to the AAOBSO. The receipt of this must be watched and action taken thereon must be watched to finality.

HQRs Southern Command Engineer's Branch Pune has circulated vide their letter No. 320401/4/H&Q/38 E2B(A) dated 8/10/2001 (circulated under FA Section No. FA/II/01159-IX dated 19/11/2001) the importance of taking action on vacant buildings. The relevant extracts of this letter are reproduced below:-

“PARA 2: On scrutiny of vacant building reports it has been observed that large number of Govt. owned buildings are lying vacant/unutilized resulting into incurring of infructuous expenditure on watch and ward of these buildings. Such infructuous expenditure are required to be regularized under the Govt. orders as the same are treated as cash loss vide para 607 of RMES.

PARA 3: Non-Utilization of buildings has been adversely commented upon by audit authorities. Necessary direction for avoiding irregularities on such accounts were issued vide this HQ letter No. 320401/1/P&L/528/E2B (A) dated 9/12/98 and 320401/4/H&Q/12/E2B(A) DATED 15/7/99 for strict compliance. In spite of these instructions, it is observed that large number of buildings in most of the stations are lying vacant. Some of the reasons for vacant Govt. buildings are analysed below:-

- (a) Non-receipt of allotment order from staff authorities.
- (b) Declared beyond Economical Repair
- (c) Kept under maintenance / repair.

- (d) Kept under Major/ Special repairs.
- (e) Under demolition.
- (f) Earmarked for officer but no officer on waiting list.
- (g) Buildings surplus to requirement.
- (h) Houses are unfit for occupation, having been declared dangerous by the MES or unfit on medical ground.
- (i) Building sanctioned for demolition and awaiting disposal.

PARA 4. With reference to the above, it is brought out that in terms of para 625 of RMES to be read in conjunction with para 1019 of Defence Service Regulations (Regulations for Army), the GE or the senior MES representative at an outstation is responsible for bringing to the notice of the station commander about the quarters lying vacant in the station and any neglect of rules relating to housing and quartering. It seems that staff authorities are not being apprised of these facts regarding proper utilization of buildings and the same are allowed to remain vacant for one reason or the other as enumerated above. It may therefore be ensured that monthly vacant building reports are submitted to Station HQRs regularly and they are apprised of the proper utilization of buildings as per the instructions vide the QMG Branch letter No. C/00327/DAP/Q3(B-1) dated 21/12/89.

PARA 5: While expeditious action for carrying out repairs and put the houses in a habitable condition is very essential, at the same time it is of paramount importance that the building which are BER/unfit for occupation, surplus to Defence Services requirements are disposed off at the earliest possible time to avoid infructuous expenditure.”

The above letter also details out various steps to taken in respect of Surplus buildings/ BER/Inhabitable buildings and disposal of buildings.

## RECOVERY OF ALLIED CHARGES:

The main input document for allied charges is the return of recoveries, which is to be submitted by the BSO to the AAOBSO not later than the 10th of the month following that to which the charges pertain. The return of recoveries will eventually be audited by the AAO BSO with reference to the meter reading entries in the Meter Reader's Book in BSO's custody to ensure that the entries reflected in the Return of Recoveries are correct.

### PROVISIONS OF ARMY INSTRUCTION 26/78:

METERED SUPPLY: Where separate meters are installed, monthly recovery for water and electricity will be in accordance with the meter readings. As per GOI, MOD No. 09/04/96/D (Works) dated 10/9/97, circulated under CDA Chennai No.FA/II/01159/V dated 6/11/97, Govt has decided to effect recovery of electricity duty/tax wherever being charged by the State Governments/State Electricity Board from the paying consumers.

NON-METERED SUPPLY: Scales of consumption for water and electricity (both for lighting/ ventilation and for power) will be fixed rank-wise in each station by a Board of Officers, which will be published in Station Orders. These scales will be subject to review triennially. The Board will include GE or an MES representative as one of its members. While fixing the scales, the Board will take into consideration, the climatic conditions, duration of winter and summer months, electric and water gadgets used by the occupant and also the number of electric and water points provided for electric and water connections. Married officers residing in unmetered single officers quarters with family will be charged 100 percent extra for water and electricity over and above the scales of consumption fixed by the Board for unmetered single officers quarters. The actual duration of summer and winter periods will be left to the Station Commander who may fix and publish the same in Station Orders in consultation with the local medical/ local audit authorities.

RATES OF RECOVERY OF ELECTRICITY AND WATER CHARGES BY MES:

ELECTRICITY CHARGES (GOVT. OF INDIA MINISTRY OF DEFENCE NEW DELHI NO. 9(4)/97 D(Works) DATED 7/12/98 (REPRODUCED AS CDA CHENNAI PART I O.O NO. 03 DT. 28/1/99)

With effect from 1/12/1998 recovery rates for supply of ELECTRICAL ENERGY supplied by MES has been fixed as follows:-

S.N	CATEGORY	RATES
A	For Service personel and Defence civilians residing in cantonments/Military areas	To be charged at the prevailing rates of recovery by local state Electricity Boards/Electric supplying agencies i.e., rates at which general public living in adjoining colonies is being charged by State Electricity Boards/Electric Supplying Agencies.
B	Civilian (other than Defence civilians) Domestic consumers	--do--
C	Private consumers like contractors and other installations and workshop, commercial consumers, Cantonment and other bulk consumers	To be charged at the all in cost rate of the preceeding year.

NOTE: The rates applicable at a particular station will be obtained by the MES in writing from State Electricity Boards /Electric Supplying Agencies and will be taken as authenticated. MES will ensure to obtain subsequent changes in rates if any from time to time.

RATES OF RECOVERY OF WATER CHARGES (GOVT. OF INDIA  
MINISTRY OF DEFENCE NEW DELHI NO. 9(2)/2002 D(Works)  
DATED 1/10/2003 (REPRODUCED AS CDA CHENNAI PART I O.O  
NO. 67 DT. 3/12.03)

With effect from 1/10/2003, recovery rates for supply of water by MES has been fixed as under

S.N	CATEGORY	RATES
A	For Service personnel and Defence civilians residing in cantonments/Military areas	To be charged at the prevailing rates of recovery by local state Jal Boards/water supplying agencies., rates at which general public living in adjoining colonies is being charged by State Jal Boards/water Supplying Agencies.
B	Civilian (other than Defence civilians) Domestic consumers	--do--
C	Private consumers like contractors and other installations and workshop, commercial consumers, Cantonment Boards and other bulk consumers	To be charged at the all in cost rate of the preceeding year.

Note: Charges for water from Service Officers will be recovered at half rates given above.

As per the views conveyed to PCDA (SC) PUNE vide CDA Chennai letter No. FA/II/01159-VIII-Corr dated 14/7/2000, for charging electricity and water consumed by Officer's mess and Kendriya Vidyalaya, All-in-Cost rates of the preceeding year should be adopted, as one applicable for bulk consumers.

SIMPLIFICATION AND RATIONALIZATION OF RECOVERY OF  
ELECTRICITY CHARGES FROM SERVICE OFFICERS AND PBORS

STANDARDIZATION OF CEILING FOR FREE ELECTRICITY TO  
OFFICERS AND PBORS

Govt. of India MOD letter No. 9(1)/2005/D/(Works-II) dated 25/10/2005 (effective from 1/11/2005) circulated under HQrs Office letter No. 10053/AT-X/Vol.LXII dated 23/1/2006 published as CDA Chennai Part I Office Order No. 10 dated 20/2/2006 has rationalized the ceiling limits for free electricity and has placed the Officers and PBORS on equal scale as regards the quantum of free units. The salient features of the above letter are:-

- (1) The Officers and PBORS will be entitled to Free electricity for the first 100 units in the total bill so as to prevent the accrual of double benefit in case of telescopic rates. This means the total charges as would be payable for the entire units before deducting 100 units should be worked out and the concession for 100 units should be calculated with reference to the rates beginning from the first lowest slab.
- (2) The existing powers of Station Commanders to fix free electricity in case of JCOs/Ors stands withdrawn in view of the above rationalization.
- (3) By implication the Officers will not be entitled to the free concession of 50% of electricity charges after getting the deduction for 100 Units.

PROCEDURE FOR LEVY/REIMBURSEMENT OF ELECTRIC,  
POWER AND WATER CHARGES FROM DEFENCE SERVICE  
OFFICERS IN OCCUPATION OF ALL CATEGORIES OF DEFENCE  
POOL ACCOMMODATION AS WELL AS LIVING UNDER THEIR OWN  
ARRANGEMENTS ON REIMBURSEMENT BASIS ALL OVER THE  
COUNTRY.

GOVT. OF INDIA MIN OF DEF. LETTER NO. 1(5)/95/D(Q&C) DT.  
16/1/97 REPRODUCED UNDER CDA CHENNAI PART I OFFICE  
ORDER NO. 13 DT. 7/4/98.

1. ELECTRICITY, POWER AND WATER DRAWN FROM MES  
RESOURCES: Charges for electricity (Light and fan) and water will  
be recovered at half of the prevailing rates. Power will recovered at  
full rates. (Consequent on introduction of free electricity of 100

units, charges for electricity after deduction of 100 units will be counted at 100% and not 50% as stipulated in the above MOD order)

2. ELECTRICITY, POWER AND WATER DRAWN FROM A SOURCE OTHER THAN MES: The payment will continue to be made to the suppliers by the officers direct. The officers will claim reimbursement of the amount paid by them to the suppliers in excess of the rates indicated in the above para.

3. JOINT METER SYSTEM FOR ELECTRIC & POWER AND SEPARATE METER FOR WATER: All electric Home system of supply i.e., where one and the same meter of electricity (light and fan) and power both is in existence, the consumption of electricity and power both will be determined charged/reimbursed in the ratio of 3:2. (Consequent on introduction of free electricity of 100 units, this concept has become redundant)

#### SERVICE OFFICERS:

Just to recapitulate on our earlier readings, in respect of Service Officers we have seen that there is a new procedure for raising LF Bills as per which the Licence fee will be reflected in the initial occupation return which is done only once immediately after occupation of quarters by the Officer. The charges for electricity and water will be reflected through quarterly statements in appendix "B" based on Return of Recoveries submitted by BSO which will eventually be audited by AAO BSO with reference to Meter Reader's Book. As per Army HQRs QMG Branch letter No. B/77674/Q3(B-I) dated 12/11/76 addressed to all HQ Commands and copy to CGDA, in the case of unmetered houses, scales of consumption of water and electricity will be fixed rank wise in each station by a Board of Officers which will be published in Station Orders. These scales will be subject to review triennially. The Board will include GE or an MES representative as one of its members. While fixing the scales the Board will take into consideration the climatic conditions, severity and duration of winter and summer months, electric and water gadgets used by the occupant such as hose pipes, frigidaire, TV, electric over and so on and also the number of points provided for electric and water connections. The provisions contained the second para under the heading "JCOs/ORs" below would be applicable mutatis mutandis for Officers also.

#### JCOs/ORs:

It has been clarified by CGDA vide their letter No. 10243/AT-X Vol. V dated 29/3/2001, reproduced under CDA Chennai Part I Office Order No. 25 dated 17/4/2001, that it will be appropriate to charge electricity beyond the free consumption ceiling limit fixed by the Station Board, (now instead of Station Board it would be the Govt. of

India MOD letter No. 9(1)/2005/D/(Works-II) dated 25/10/2005 ) at the rates charged by the State Electricity Board/Electricity Supplying Agency. In cases where they are charging different rates for number of units based on the slab system, the rate that should be charged for the excess consumption should be at the rates applicable to the corresponding slab of tariff in the which the excess consumption falls. The assessment for recovery on account of excess consumption of water/electricity from JCOs/ORs in the case of un-metered houses (which includes buildings where meters are installed but have subsequently gone out of order has to be regulated with reference to para 7(d)of IAFW 2309 (Rules for supply of water) (on the basis of assessed average consumption) and para 8(d) of IAFW 2191 (Rules for supply of electric energy) by GE. If the assessment so made by the GE is in excess of the free scale fixed by the Station commander, (now instead of Station Commander it would be the Govt. of India MOD letter No. 9(1)/2005/D/(Works-II) dated 25/10/2005 ) such excess consumption is to be billed for. It has been clarified by the then CDA (SC) Poona vide their No. W/Tech/14/XII dated 23/5/60 that with reference to the Rules for supply of water the local MES authorities should have the discretion as to the method of assessment most suitable in each case, the aim being to fix a reasonable amount as the likely consumption with due regard to other relevant factors. This method would apply to both the entitled and non-entitled cases. However audit can examine whether the same is in the interest of the State.

As per MAG Dehradun letter No/ 8985/AT-S of 23/4/43 quoted in the above CDA SC Pune letter the MES authorities should have the discretion to as to the assessment of most suitable in each case. The aim of the MES authorities should be to fix a reasonable amount to the building during the particular period in the season and not necessarily on the basis of past or future. The interest of the Govt. will be sufficiently protected if the assessments made are particularly seen in the average consumption of the consumers. RAO/LAOs will have to ensure that the consumers have been billed for a reasonable amount with special reference to (i) the individual whose meters go wrong (ii) the frequency of the cases of meters going wrong and (iii) the comparative no. of such cases in respect of the entitled personnel.

CIVILIANS: The basis for charging Allied charges is the Return of Recoveries from which the amount due on account of Allied charges will be carried to the LF bill for recovery along with the licence fee. As stated earlier the correctness of the Return of Recoveries will be checked during audit of Meter Reader's Book by the AAOBSO.

As per Army HQrs letter No. 84426/WG-22-CS/E4(PH) dated 8/8/79, the following procedure will be adopted in assessing consumption of water in the case of non-entitled paying consumers when supply is unmetered ( to be adapted for defective meters also)

SINGLE ACCOMMODATION: 4500 LTRS PER MONTH PER HEAD

MARRIED ACCOMMODATION: 18000 LTRS PER MONTH PER FAMILY

The assessment of electricity charges in case of unmetered supplies will be made by the MES.

ACTION TO BE TAKEN IN CASE OF NON-FUNCTIONING OF WATER AND ELECTRIC METERS:

HQRs Engineer Branch Southern Command, Pune have vide their letter No. 400 002/2/PC/254 dt. 18.10.2000 addressed to various Chief Engineers reiterated that recovery of electricity and water charges at flat rates due to non-functioning of meters is a stop gap arrangement and shall not be adopted as a permanent measure. Whenever meters are non-functional, in respect of paying consumers action should be taken to get all the water/electric meter repaired on priority and fix new meters where repairs are not possible.

Office of the  
Controller of Defence Accounts, CHENNAI  
618, Anna Salai, Teynampet, Chennai – 600 018  
Phone : 044 24349980 Fax : 044 24348142

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File No. IA/II/1161/WS/Vol.II

Dated :28<sup>th</sup> September 2007

To

- 1) The Chief Engineer (CZ) Chennai
- 2) The Chief Engineer (AF) Bangalore
- 3) The Chief Engineer (Navy) Kochi
- 4) The Chief Engineer (Navy) Visakhapatnam

Sub: Recovery of Water charges in respect of PBORs married  
Accommodation.

Ref: Govt. of India, MOD letter No. 9(2)/2002/D (Works)  
Dated 1.10.2003.

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In the case of unmetered houses or where meters go out of order in respect of PBORs married accommodation, the assessment has to be regulated with reference to Para 7 (d) of IAFW 2309 and Para 8 (d) IAFW 2191 by the GE with reference to the building during the particular period in the season and not on the basis of average consumption of the past or future. Of the assessment so made by GE in excess of free scale fixed by Station commander, such excess consumption is to be billed for.

2) The methodology adopted for charging of excess consumption of water in respect of PBORs married accommodation at different stations has been examined by this office and it has been observed that recovery for the excess consumption of water are not being effected in any case. It has also come to the notice of this office that provision of water meter has been totally dispensed with in all newly constructed PBORs married accommodation. In short no mechanism exists to determine the excess consumption of water in case of unmetered water supply to

PBORs accommodation, the situation ultimately leads to loss of revenue to the State.

3) In accordance with the provision of Govt. of India, MOD letter No.9 (2) 2002/D (Works) dated 1.10.03 the recovery rate for supply of water by MES in respect of Service Personnel residing in Cantonment/Military areas will be charged at the prevailing rate of recovery by Local/State Jal Board/Water Supplying agencies i.e. rates at which general public living in adjoining colonies are being charged by State Jal Board/Water Supply agencies.

4) It is therefore considered that wherever State/Local Water Supplying agencies are levying minimum charges for Water consumption for domestic consumer, such minimum charges has to be levied in respect of unmetered supply of water to PBORs married accommodation.

5. It is therefore requested that necessary instructions may please be issued to all GE/BSO under your Command to effect the recovery of minimum charges for water consumption as applicable to domestic consumers in respect of unmetered supply of water to PBORs married accommodation also after ascertaining the rate from the concerned water supplying agencies of the respective State.

6. A copy of the instruction issued may please be enclosed to this office also.

7. This has the approval of CDA.

Please acknowledge receipt.

Sd/=

(T.V.JAMES)

Asstt. Controller of Defence Accounts (IA)

RECOVERY OF FURNITURE CHARGES: (PARA 195 UA MANUAL)

The BSO will forward in duplicate to the AAO GE concerned the statement of the furniture hired out to officers etc., in IAFW-1828, indicating the capital cost of articles of furniture issued on rent as shown in the station distribution furniture ledger (I.A.F.W 1814). After audit, the AAO GE will positively forward within a week of receipt, a copy of the above statement to the AAO BSO who will enter the amount of the assessed licence fee for the furniture in the Revenue Ledger for recovery from the concerned individuals.

## PREPARATION OF LICENCE FEE BILLS

With reference to the Occupation returns and return of recoveries the licence fee bills will be prepared by the AAOs BSO. Licence Fee bills for a particular month will be allotted a consecutive serial number from a numbering register to be maintained for the purpose. These will be sorted out pay section of C.D.A's office/PAO /NAVAL PAY OFFICE /AFCAO etc., as the case may be. Thereafter a simple forwarding memo (IAFZ-2014) (TOP LIST) be prepared and the same together with LF bills dispatched to the concerned Pay Office.

### DISPATCH:

L.F bills will be sorted out by each pay section of CDA's office/I.N pay office/AF CAO/ PAO (ORs) etc., as the case may be. Thereafter a simple forwarding memo (IAFZ – 2014), which is called as 'TOP LIST', is made in triplicate (Quadruplicate in case of pay A/Cs on IRLA system such as AF/Navy officers & AF civilians). The serial number of LF bills and total amount recoverable on each bill will be reflected in the top list. At the end ,the total number of LF bills forwarded will be entered in figures as well as in words. The original and duplicate copies (triplicate in the case of Air Force & Navy) of the top lists along with L.F bills will be forwarded to the CDA and other officers concerned by registered post in two or three convenient batches.

### ACKNOWLEDGEMENTS:

The AAO BSO has to watch the prompt receipt of acknowledgement of L.F bills which is done by returning one copy of the top list by the addressee duly endorsed. The Acknowledgements will be posted in the Revenue Ledger pages. Undue delays in receipt of acknowledgements have to be reported to CDA for investigation and issue of instructions.

In the case of private parties who pay licence Fee etc in cash, the outstanding list will be forwarded to BSO for necessary action and a copy of the list will also be submitted to the CDA. (PARA 202 UA MANUAL).

## RULES RELATING TO LEASING OF GOVT. BUILDINGS TO PRIVATE PARTIES

INTRODUCTION: The Govt has recently made a significant policy decision as regards Management of commercial complexes through their letter No. 11206/5/2000/D (Lands) dated 4/1/2001 (under CGDA No. AT/VII/8010/PC 2(1) DT. 8/3/2001) and Rules called "The Ministry of Defence Commercial Shopping complexes Management Rules, 2002. FRAMED VIDE GOI MOD NO. 10(25)/2001-D(Q&C)DT. 22/11/2002. Significantly these Rules have not come into force because of a technical hitch that the date of effect would be from the date the complexes are handed over to the DEO by the Service concerned. The Services are to transfer the commercial complexes within a period of 30 days from the date of issue of Govt. order in this regard which is awaited. Once the said Govt. order is issued and the commercial complexes are transferred to the DEO, the aforesaid rules will come into force. In the absence of Savings and repeal provisions the aforesaid rules, the applicability of the existing orders vis-à-vis the New would require reference back for policy clarification.

With this caveat, we proceed to understand the rules and procedure governing lease in respect of private parties.

### RENT ASSESSMENT-PUBLIC BUILDINGS (PARA 9 QUARTERS AND RENTS)

- a. Rents for all public buildings are assessed in accordance with the following rules under which the GE is authorized to fix the rent of a building unless otherwise fixed by the Govt.
- b. The annual rent shall be sufficient to cover interest at a minimum rate of 6% on the capital cost of the building and its site together with the average annual charges for maintenance and taxes payable by Govt.
- m. In the case of hired buildings it shall cover the sum paid to the lessor, capital expenditure on additions and alterations; interest on capital expenditure, Ordinary and Special maintenance and repair charges met by Govt. as determined by the CWE and municipal taxes paid by the Govt.
- c. The monthly assessed rent of a building or part of a building will be 1/12 th of the annual rent

RULES GOVERNING RENTAL LIABILITY WHEN GOVT. PROPERTY IS LET OUT TO PRIVATE PERSON (CHAPTER 9 OF RENT PROCEDURE)

TYPES OF PRIVATE PARTIES:

1. REGIMENTAL SHOPS
2. INSTITUTES
3. OTHER CATEGORIES NOT COVERED ABOVE

REGIMENTAL SHOPS: Examples of Regimental shops are Tailors, shoemakers Barbers Dhobis, Fruit, vegetable, grocer, Halwai , General stores, Bicycle, Meat and fish shops Watch makers and other miscellaneous shops. As regards other miscellaneous shops there should as far as possible be no duplication of shops of the same category. The grocery shop is meant to include Bania shop and the restaurant Halwai Shop. Thus if separate Bania and Halwai shops are opened in a station, assessed or market rent which ever is higher should be recovered for the accommodation provided. So far as vegetable shop is concerned, there should ordinarily be no need for any separate shop as the ASC Ration stand sells the vegetables also. However where the ASC Supply point is not convenient from the point of view of distance, a separate vegetable shop may be allowed in the unit by the Ocs. (AHQ QMG BR LETTER NO. 58103/Q3(B) DT. 23/8/57).

INSTITUTES:

An institute includes the following:-

(a) Canteen (b) restaurant (c) recreation room (d) Information room (e) Grocery and liquor bar (f) Manager's shops (g) Kitchen (h) Reading and writing room. Regimental shops will not be included in the Institutes.

Regimental shops cannot be constructed for more than 120 sq. ft. Relaxation is permitted in the case of those constructed originally for British troops, up to 150 ft at the discretion of the OC unit where it is not administratively feasible to restrict the allotment to 120 sq. ft. The total number of regimental shops to be provided will be considered by the OC Unit / Station Commander who will also determine the number of shops to be allowed in each trade. As per Para 3.41.2 of Scales of Accommodation, the trades are to be selected out of the categories like aerated water, barber, books and stationery, car and scooter repair and service stations, cloth, chemist and druggist, cycle, dry cleaner, fuel including gas, furniture, grocery, hardware, meat and poultry, milk dairy and bakery, photographer and restaurant, radio and electrical repairer, shoes, tailor, vegetable and fruits and any other trade or commodities. The principle of "*Ejusdem Generis*" would come into play. The terms "any other trade or commodities" can be taken to be those in line with or similar to or having the same object as the trades or commodities mentioned

above. It is therefore the primary responsibility of the AAOBSO to get this information for his record. For shops within the sanctioned number a Rent of Rs. 10/- is to be charged. (MOD LETTER NO. A/05560/Q.3(B-1-3521/Q.ID dated 16/4/79 circulated under CDA Chennai Part I office order No. 58 dated 31/5/90)

Accommodation in excess of the scales authorized will not be provided for the purpose unless specifically asked for by the contractor. Where such accommodation is asked for, it should be made clear to the contractor in writing, Rent for accommodation occupied over and above the scales by the contractors will be recovered at special licence fee in terms of para 8 (c) of GOVT. OF INDIA MOD LETTER NO. B/68628/Q3(B-1)/2450/D(Q&C) DATED 27/5/88.

OTHER CATEGORIES NOT COVERED BY THE ABOVE:

GENERAL RULE - APPLICABILITY OF MARKET RENT / ASSESSED RENT: When a Government Building is let to a private person for residential or business purposes, ("or is under unauthorized occupation" - since superseded by GOI letter dated 27/5/88 discussed below) rent shall be recovered monthly in advance at the rate prevailing in the locality for similar accommodation used for similar purposes provided it is not less than the assessed rent with reference to Para 9 of Quarters and Rents. The exceptions are those cases for which special licence fee is leviable in terms of GOI letter dated 27/5/88 discussed below:-

AMENDMENT TO PARA 14(b) OF QUARTERS AND RENT IN RESPECT OF UNAUTHORIZED OCCUPATION (GOVT. OF INDIA MOD LETTER NO. B/68628/Q3(B-1)/2450/D(Q&C) DATED 27/5/88 CIRCULATED UNDER CDA CHENNAI PART I OFFICE ORDER NO. 125 DTED 26/10/99)

There is a general misunderstanding that with the issue of the above amendment the concept of market rent and assessed rent referred to in Para 14(b) of Quarters and Rents has become redundant and obsolete in all cases since the above letter commences with the words "In supersession of Para 14(b) of Quarters and rents". But a careful reading of para 1 clearly states that the supersession of Para 14(b) and partial modification of Para 683 of MES Regulation is linked as applicable only for the provisions relating to unauthorized occupation of a govt. accommodation, hired/requisitioned building.

APPLICABILITY OF DAMAGE RATES: Para 5 of the above-referred GOI letter dated 27/5/88 has the effect of superceding the provisions of Para 14(b) of Quarters and Rent (only) in respect of unauthorized occupation of Govt. accommodation for which the rate of damages to be charged as defined in the above letter would be the rate to be

charged from un-authorized occupants from the date they have been declared as unauthorized occupants by the Estate Officers.

In the case of New Delhi the rate is fixed at the rate of Rs.65/- per sq. meter for Type "A" to "D" (Type I to IV) and Rs95/- per sq. mt for Type "E" and above (GOI MOD LETTER NO B/68628/Q3 (B-I)/3583/D (Q&C)/98 DATED 9/11/98 circulated under CDA Chennai Part I Office order No. 4 dated 2/2/99). In respect of other stations where general pool accommodation is available, the station Commander shall obtain the rates from the local CPWD through CWE/GE and notify the same in the Station order. In stations where the General pool accommodation is not available the rates shall be fixed by the Station Commander in consultation with the CPWD and MES. The rates should be varied for a period of two years and revised rates should be prescribed thereafter for a period of two years. It is therefore one of the important duties of AAOBSO to keep track of this information in file and watch for the timely revisions. If there is a deviation, the same should be brought to the notice of CDA through RAO/LAO.

APPLICABILITY OF SPECIAL LICENCE FEE: The type of cases to be covered / categorized for the purposes of "Special Licence Fee" shall be as under:-

- (a) In all cases where Defence Pool accommodation is allotted or allowed to be retained on existing market rate of licence fee either on super-annuation from the Service or Permanent transfer.
- (b) When Govt. accommodation is let out to a private person for residential or business purpose as per the existing orders such as allotment of accommodation of MES contractors for storage etc. It must be carefully noted that this clause is applicable only where there are general or special order for any specific type of letting out as in the case of allotment of MES contractors for storage etc., For example, Para 3.5 of Scales of Accommodation permits GOC Area to provide accommodation for opening a branch by a recognized Bank at detached military stations, which do not have adjoining civil population where such facility exists for a floor area not exceeding 150 SQ M, subject of payment of licence fee as per existing rules.. It should therefore be noted with caution that this proviso cannot be interpreted to mean that with the issue of these orders any allotment to a private person for residential or business purpose would only attract "Special Licence Fee" thus rendering the provisions of Para 14(b) of Quarters and Rent redundant. The term "Market rate of licence fee"/ "Penal rate of licence fee" referred to in para 9 of the aforesaid GOI letter dated 27/5/88, as no longer applicable is linked only for licence fee for Defence Pool residential accommodation or for damage rates and

cannot be taken to overlap the expression “rent charged at the local rates for similar accommodation” used in Para 14(b) of Quarters and Rent in a much wider context.

- (c) Accommodation occupied over and above the scales by the regimental shop contractors.
- (d) Lecture cum-cinema building (Govt. owned) used for the screening of entertainment films on commercial basis.

OTHER CASES- CASES NOT COVERED FOR CHARGING OF DAMAGE RATES OR SPECIAL LICENCE FEE IN RESPECT OF CASES COVERED AS PER EXISTING ORDERS

All types of lease to private parties other than those classified as Regimental shop or institute in terms of Chapter 9 of Rent Procedure, or cases or unauthorized occupation for which Damaged rent is payable or cases where special licence fee is payable in terms of the GOI letter dated 27/5/88 would attract the requirement of applying the market rent in terms of Para 14(b) of Quarters and Rents (Market rent should not be less than the assessed rent). In other words when the Govt accommodation is let out to a private person and the type of letting out is not covered by a general or special order, the market rent must be charged. In recent items there has been a numbers of cases where Govt. building has been let out for Beauty parlors, Cable TV, Courier services and other types of commercial establishments to private parties not covered under existing orders. In strict interpretation of clause (b) above, the licence fee in all such cases should be fixed on the basis of market rent.

METHOD OF CALCULATING STANDARD LICENCE FEE: HIGHLIGHTS OF E-IN-C BRANCH LETTERS

CGDA NEW DELHI LETTER NO. 10091/AT-X/VOL.VIII DT 19/4/2007 CIRCULATED AS CDA CHENNAI PART I OFFICE ORDER NO. 30 DT 29/5/2007

E-IN-C BRANCH LETTER NO. 38524/AIFR/E4(U1) DATED 21/11/2006

The method of calculation of Standard Licence Fee will be as under

- (a) Double the Standard Licence Fee under FR 45-B OR
- (b) Double the licence fee at All India Flat Rate under FR-45A whichever is higher
- (c) Double the additional Licence Fee for additions and alterations if any
- (d) Single Departmental Charges
- (e) Other Service Charges(Water, Electricity Charges, garden charges for furniture, electrical appliances etc) under FR 45-B.

E-IN-C BRANCH LETTER NO. 38524/AIFR/E4(U1) DATED 8/25/2006

The Standard Licence Fee is to be worked out as per FR 45A and FR 45B clause III. In case of residence owned by Govt., the standard licence fee will be calculated vide clause III sub clause (b) I & II of FR 45-A page 159 and clause III(b) of FR 45B page 189. The capital cost of the building be worked out as per clause III of FR45 A and 45 B

- (a) The standard licence fee should be calculated on capital cost of the building including cost of addition and alterations and shall be a percentage of such capital cost equal to such rate of interest as may from time to time be fixed by the President plus an addition for municipal and other taxes in the nature of house or property tax payable maintenance and repairs, such addition being determined under rules which the Central Govt. may make. **OR**
- (b) 6% per annum cost whichever is less.

The interest percentage amount so worked out on capital cost of building will be the per annum standard licence fee excluding the other taxes on the house. The amount of interest of capital cost per annum works out the standard licence fee per annum and 1/12 of this amount is monthly standard licence fee to be recovered

SPECIAL PROVISIONS:

1.SCHOOL OPENED ON UNIT LINES: Schools opened after 1955 with the approval of Army HQRs/ Air Force, rent of the building of Army HQRs / Naval HQRs / Air HQRs and allied charges with regard to furniture, water and electricity should be charged (GOI MOD NO. 10(17)/93/(Q&C) dated 6/4/93. The rent to be charged will be the assessed rent for buildings and furniture and All India flat rates for allied charges (CGDA NEW DELHI NO. 10091/ATX/VOL.VII dt. 5/10/94.

2.RENT FREE ACCOMMODATION FOR POST OFFICES: Post offices opened for the benefit of troops under the sanction of the GOC-in-C can be provided with rent-free accommodation. (Para 18 Quarters and rents). No rent should be charged from P & T Department in respect of internal electricity and water installation where rent-free military buildings are made available for the post office. Accommodation for officer-in-charge (Post Master) is also rent-free. The individual will however pay for water and electricity, conservancy etc.,( CGDA No. 10178/AT-S dated 3/5/63). As per para 3.33.3 no licence fee for the accommodation shall be charged where GOC Area or equivalent authority considers that a P&T office is being constructed on grounds

of military necessity or convenience and that P&T Department requires that military buildings be made available for the office and officer-in-charge.

3. NO RENT FOR RELIGIOUS BUILDINGS: As per para 3.35 of Scales of Accommodation, religious buildings may be provided on station basis at the discretion of GOC-in-C or equivalent for the assessed strength of personnel of each community. The number of religious buildings in a station shall not exceed four in number. (This para does not insist for payment of licence fee). As per para 25(e) (vi) of Quarters and rents Religious buildings are entitled to free supply of water. As per para 33 of Quarters and rents. Except when occupied by non-entitled consumers, military buildings for which power points are authorized are entitled to free supply of electric energy for authorized consuming apparatus.

4. USE OF MILITARY BUILDINGS FOR SPECIFIED PURPOSE: Under GOC-in-C (or QMG in the case of units directly under AHQ) may sanction the use of available military buildings by units for purpose which should be specified and recorded free of rent, subject to the condition, which will included the following;-

- (i) That the building and the site on which it stands shall be used for a specified purpose.
- (ii) That the unit shall in no circumstances be allowed to alienate or part with possession of the site and the building without the sanction of Govt. of India.
- (iii) That the unit shall maintain the building in a proper state of repair and sanitation, to the satisfaction of the local commander, out of his private funds.
- (iv) That no structural alterations shall be made in the building except as provided for in Regulations for MES.
- (v) That the unit shall be responsible for any damage done to the building during the period of occupation, except in the case of destruction by riots, insurrection, act of God or tempest..
- (vi) That the site and building are liable to be resumed at any time without payment of any compensation on breach of any of these conditions or if required, by the GOC-in-C for any purpose. (PARA 14(m) OF QUARTERS AND RENTS)

SALIENT FEATURES OF RULES GOVERNING LETTING OUT GOVT. ACCOMMODATION TO PRIVATE PARTIES – RELEVANT FOR AAO BSO. (GOI, MOD NO. 12(13)/72/D(Works-II) dated 28/2/74 circulated under CGDA New Delhi No. 0/010191/AT-S dated 27/3/74 and CDA (SC) Part I O.O NO. 130 dated 4/5/04.

- √ Adequate care must be taken in the initial stages while specifying the licence fee payable. Irregularities if any should be taken notice of promptly without allowing a number of years to lapse for effecting arrears of recovery.

- ✓ Govt Premises should not be let out without executing a contract and copy of the same must be promptly endorsed to the AAOBSO and GE. (Note: Copies of agreement need not be sent to CDA as per GOI, MOD NO. 12(13)/72/D(Works-II) dated 2/6/75 circulated under CGDA New Delhi No. 0/010191/AT-S dated 23/7/75 and CDA (SC) Part I O.O NO. 219 dated 12/8/75).
- ✓ Six months advance licence fee at the rate of market rent in addition to one month's licence fee is to be paid in deposit (Please note that this Govt. letter has not been expressly superseded by the GOI letter dated 27/5/88 discussed earlier. Therefore except where special licence fee is leviable as per the existing orders, the market rent must be charged) (The reference to six months licence fee now stands modified by DEFENCE SHOPPING COMPLEXES (MAINTENANCE AND ADMINISTRATION) RULES 2006)
- ✓
- ✓ The party will be summarily evicted after notice for persistent default in payment of Govt, Dues (Note: This is a point for AAOBSO to see that a clause to this effect is made in the agreement while scrutinizing the agreement).
- ✓ In case of non-payment of licence fee the detailed steps as detailed out in the letter must be taken and if not taken audit should insist for the same.
- ✓ In terms of GOI MOD letter No. A/55780/AG/PS/3(a)/325-S/D (Q&C) DATED 28/7/76 the amounts received from the contractors/ shopkeepers /vendors in consideration of running business in Govt. premises can be credited to the Regimental Fund. The rent for Govt. lands and buildings will continue to be recovered from them and credited to the Public Funds as per existing orders. (CDA SC PUNE PART I OFFICE ORDER NO. 353 dt. 26/8/76). QMG Branch of Army HQRs has reiterated vide their letter No. B/59548/Q3(B-1) dated 25/11/96 addressed to all commands has reiterated that any impression that large scale commercial ventures earning huge profits are being run by the units/formations on Defence lands /Govt. buildings will be against the longer interests as certain concessions available at present may be withdrawn by Govt. It is a pointer to the interpretation that the rent payable and which must be credited to the Public Fund cannot be less than the rebate offered by the private party, which is credited to regimental fund.
- ✓ As reiterated in para 2(f) of HQRs Southern Command Engineers Branch Pune letter No.220401/4/H&Q/12/E2B (A) dated 15/7/99 quoting E-In-C Branch letter No. 96546/B2/WPC/2697 DATED 19/12/75, (circulated under CDA Chennai circular No. FA/II/01159-VII dated 2/8/99) licence fee of private parties are to be reviewed once in 5 years.

REVISED POLICY DECISION ON MANAGEMENT OF SHOPPING COMPLEXES AND FIXATION OF LICENCE FEE

GOVT ORDERS ON MANAGEMENT OF SHOPPING COMPLEXES CREATED ON DEFENCE LAND BY SERVICE HQRS FROM NON-PUBLIC FUND OR BY RE-APPROPRIATION OF GOVT. BUILDING. CIRCULATED UNDER CDA CHENNAI PART I OFFICE ORDER NO. 67 DATED 17/9/01 AND CIRCULAR NO.FA/II/01159/AWWA dated 12/5/2003.

SALIENT FEATURES OF GOI MOD NO. 11206/5/2000/D (Lands) dated 4/1/2001 under CGDA No. AT/VII/8010/PC 2(1) DT. 8/3/2001

- ✓ Prior approval of MOD is to be obtained for construction of new commercial complex in Defence land.
- ✓ For commercial complexes already created in Defence land out of Non-public funds, 50% of net revenue after deducting the overhead charges is to be credited to the Govt. treasury. The balance can be credited to regimental fund.
- ✓ In cases of re-appropriation of buildings on Defence land for commercial purposes either solely or by a combination with creation out of non-public funds, 100% of net revenue is to be credited to Govt. treasury.
- ✓ The management of all such complexes will be exercised by the Govt. through DGDE/DEO concerned.

RULES FRAMED VIDE GOI MOD NO. 10(25)/2001-D(Q&C)DT. 22/11/2002. – SALIENT FEATURES.

- Ø The Rules shall be called “The Ministry of Defence Commercial Shopping complexes Management Rules, 2002.
- Ø These rules will come into force from the date of their approval by the Govt. or from the date of placing of the commercial shopping complexes under the management of the DE organization whichever is later.
- Ø The shopping complexes are to have been transferred by the service concerned to the DEO within a period of 30 days from the date of issue of Govt. order in this regard.
- Ø Net Revenue has been defined to mean the difference between total receipts from commercial shopping complex and the amount spent towards payment of contract charges electricity and water charges departmental charges (2.5%), sundry expenses etc.,
- Ø The allotment will be done through a process of advertisement, which should inter-alia state the number of shops to be allotted trade wise, the licence fee fixed for each shop, the period of licence and the basis of allotment.

- Ø In respect of each of the shops a committee shall determine the licence fee which shall not be less than 10% of the total of the current market cost of the land provided by the DEO plus current depreciated cost of construction provided by the GE/Regiment concerned and improvements if any. The committee shall also work out cost of maintenance-cum-security on the basis of fair assessment of the likely cost to be incurred in this regard.
- Ø The licence period shall be three years. The licence fee shall be enhanced by 10% every year and the maintenance-cum-security shall be enhanced by 5% each year. (Deviations with the prior approval of Principal Director of Defence Estate).
- Ø The allottee shall be required to deposit security equivalent to four months licence fee which shall be refundable without interest on vacation of the shop.
- Ø On initial allotment the allottees will be required to pay two months licence fee in advance on receipt of which the licence agreement will be executed with them and physical possession of shop handed over. After the expiry of the first two months, the monthly licence fee shall be payable in advance before the last working day of the previous month.
- Ø The allottee will be required to execute an agreement with the DEO at his/her own cost.
- Ø All receipts on account of licence fee , maintenance etc., shall be deposited by the DEO concerned within 48 hours in the Govt. treasury through MRO which shall be compiled by the UA concerned.
- Ø After February accounts are closed, the DEO shall work out the net revenue and intimate 50% of this amount to unit/formation concerned for claiming from the DEO through Cash Assignment. (It must be reiterated that this is not applicable where 100% of net revenue is to be credited to treasury, though the rule is silent in this regard). Such payments will be considered provisional subject to audit.
- Ø The electricity and water charges shall be payable by the allottees concerned directly.

**SALIENT FEATURE OF DEFENCE SHOPPING  
COMPLEXES (MAINTENANCE AND  
ADMINISTRATION) RULES 2006**

1. These rule are effective from the date of issue i.e., 13/6/2006.
2. These rules shall apply to such shopping complexes which have been established on A-1 or analogous defence land which are under the management of Local Military Authorities and covered under GOI MOD letter No. 11026/5/2000/D (Lands) dated 4/1/2001. These Rules shall not apply to Regimental shops which are created exclusively<sup>7</sup> for Military personnel and their families.
3. The allotment of shops shall be done as per para 15 of the above Rules through inviting applications.
4. In terms of Rule 19 the allottees shall be required to deposit security amount equivalent to four months licence fee which shall be refunded without interest on vacation of the shop.
5. The Management Committee constituted for this purpose under Rule 4 shall determine the licence fee in respect of each of the shops in the shopping complex provided the licence fee per annum so determined shall not ordinarily be less than 10% of the total current market cost of land provided by the DEO plus the current depreciated cost of the construction of the building provided by the GE MES. The committee shall also determine the cost of maintenance cum security services to be made available to the Shopping complex. The cost of maintenance cum security services shall be worked out by the committee on the basis of fair assessment of the likely cost to be incurred in this regard. This would be recovered from the allottees on pro-rata basis.
6. On initial allotment the allottees will be re<sup>3</sup>quired to pay two months licence fee in advance within 30 days of issue of allotment letter. On receipt of advance the licence agreement will be executed with allottee and physical possession of shop handed over. After expiry of first two month the monthly license fee shall be payable in advance before the last working day of the previous month.
7. The shopping complexes where building assets have been created from non-Public Funds of Regimental Welfare fund of the Services and the land belongs to MOD, 50% of the net revenue (as defined in Para 2(b)) shall be credited to the Central Govt. treasury and the balance 50% to the Regimental Fund/Welfare Fund of the Respective service concerned. In the case of shopping complexes created by re-

appropriation of Govt. building 100% of net revenue is to be credited to Govt. treasury. In case of shopping complex created by constructing assets using non-public funds as well as re-appropriation of Govt. Building (mixed complexes) 100% of net revenue will be credited to the Central Govt. Treasury. The amount due to the Central Govt. on account of Licence fee maintenance etc., shall be deposited by the Station Commander managing the Complex within 48 hours in the Govt. Treasury by way of MRO. The amount so deposited will be treated as provisional which be further fine tuned after audit of accounts of expenditure and receipts. The accounts, cash and stores of the Shopping Complex will be subject to the post audit by the CDA concerned through every quarter. The audit fee as determined by CDA concerned will be payable by appropriate Military Authority.

SELECTED ORDERS GOVERNING RE-IMBURSEMENT OF  
RENT TO SERVICE OFFICERS FOR PRIVATE HIRED  
ACCOMMODATION

PROVISIONS CONTAINED IN PART VII OF SAO 10/S/86

PARA 148: In cases where Govt. owned or hired accommodation is not available in the station, the officer can be permitted to live in privately hired accommodation or his own house at the duty station. The sanction of the Station Commander or other competent authority approving the rent and scale of accommodation is to be accorded within 3 months from the date of hiring. The delay for the period of three months in approving rent and scale of accommodation hired by the officer can be regularized by the GOC-in-C Command. The quarterly renewal of sanction for continued hiring of private accommodation should however be issued by the OC Station in time.

PARA 149: The certificate of non-availability of married accommodation is to be issued to officer by the allotting authority within a period of 10 days of the provision of free single accommodation in the duty station. The delay beyond the period of 10 days in the issue of such a certificate can be regularized by the GOC-in-Command.

PARA 150: The requirement of renewal of permission for continued hiring after every three months in respect of accommodation hired for service officers at non-military stations where Govt. owned/hired/requisitioned accommodation does not exist will be dispensed with.

PARA 151: Non-availability of married accommodation certificate will not be issued to officers refusing Govt. owned or hired accommodation and those residing in privately hired accommodation. The officer will also cease to be entitled to single accommodation, free of rent and allied services in his new duty station.

PARA 152: The following procedure will be followed in claiming re-imbursment of rent for the accommodation privately hired by the Service Officers.

- (a) The initial claim of the Officer for re-imbursment of rent will be processed through the AAO BSO i.e., the initial claim supported by hiring out permission accorded by the OC Station and requisite certificates and documents will be routed to the CDA(O) through the AAOBBSO for audit and payment and will be preferred by the officer on a contingent bill IAFA 115 supported by the rent receipts in original obtained from the land lord. A certificate from

the Officer duly countersigned by the OC Station that he has not sub-let the house during the period for which reimbursement is claimed will be attached with the contingent bill in the format prescribed in Appendix C to SAO 10/S/86.

- (b) All subsequent claims will be sent to the CDA(O) direct together with the certificates and documents. The requirement of obtaining monthly certificate from the OC station is not necessary.
- (c) A copy of the NA Certificate issued by the OC Station every three months for continuation of hiring arrangements will be endorsed to the AAOBSO to enable him to exercise normal audit check. Necessary endorsement to this effect will be made on the copy of the NA certificate appended to the Officer's claim for the information of CDA(O). (Note: As per CGDA letter No. 19/15/O&M dated 20/6/70, the onus of ensuring that the hiring sanctions are continuous devolves on the AAOsBSO.)
- (d) NA Certificate initially for three months and renewed subsequently will be valid till the next quarterly review whichever is earlier.
- (e) On the allotment of Govt. Owned/hired/requisitioned accommodation to the officer, a copy of the allotment letter as also the occupation return will be sent together to the AAO BSO and also to the CDA(O) to enable the former to link up with his records and the latter to regulate re-imburement of rent to the officer.
- (f) On transfer to a new duty station, where married accommodation is not provided to the officer due to non-availability of accommodation or for any other reason covered by the existing rules, the officer will be required to submit his claim for reimbursement of rent duly supported by NA certificate from the OC of the new duty station and sanction accorded by OC of Old duty station permitting the officer to retain accommodation at that station on re-imburement basis. The first such claim will be routed through the AAO BSO. Subsequent claims will be sent directly to the CDA(O)

#### OTHER RELATED ORDERS:

Officers residing in an accommodation owned by their parents may be allowed the re-imburement of rent if otherwise in order if they furnish the following certificate from the Municipal authorities concerned in support of their claims.

“Certified that the property has been shown as rented out for the purposes of property tax and is not being used for self occupancy.”

(C.G.D.A NO. 10053/AT-S DATED 22/12/78)

Hiring of residential accommodation by OC Station for or by Service officers of the rank of Major General and above and equivalent ranks in Navy and Air Force themselves shall have prior Govt. sanction where the agreed rent estimated recurring monthly compensation exceeds Rs. 1000/- per month. (MOD LETTER NO. A/07760/J&K-14/Q3 (H)/867 A/D (Q&C) DATED 5/3/66).

As per Army HQRs QMG Branch letter No. 91569/Q3(B-I) dated 6/6/70 & CGDA New Delhi letter No. 19/15/O & M dated 20/6/70, subsidiary instructions are to be issued by the regional controller to the AAOsBSO to maintain a Register for recording information about the initial claims/First sanctions received from the OC Station. No. and date of subsequent quarterly sanctions/NACs (for continuous hiring arrangements) may also be entered therein when copies of such sanctions are received by them. This would enable them to watch the continuity of the sanctions and call for the missing ones for exercising normal audit checks over them. In case where it is found that the NAC issued by the OC Station is contrary to the facts, the AAOBSO will take up the matter with the OC Station and inform CDA (O) etc., of any abnormality regarding the title. On allotment of Govt. owned/hired/requisitioned accommodation to the officer, copy of the allotment letter and occupation return received by the AAOBSO will be linked up with the entries in the Register. This register would be subject to review of the Review officers/RAOs.

In cases where Service officers on applications are permitted to make private arrangements for accommodation, the sanction of the Station Commander accorded within a period of three months from the date of hiring shall be treated as in order. Application for approval of the scale and rent of such hired accommodation shall be made either before or within 10days of the date of hiring. While according sanction, no relaxation shall be made by the Station Commander in regard to the conditions pertaining to scale, area, rate of rent etc. (GOI MOD NO. 9569/Q3(B)/8176-Q/D(Qtg) dated 22/12/61 and FAMF no. 72/W dated 10/1/62 and Para 9 of Annexure to AO 5/S/48)

Service officers for whom Govt. accommodation is not available and who are permitted to live in their own houses at their place of duty will be reimbursed the amount equivalent to the difference in the rental value (as per municipal, local boards or cantonment assessment) of their house based on their entitlement and 2 ½ % of their pay. (MOF DEPT OF EXPENDITURE OM NO. 2(74)-eii (B)/69 DATED 22/5/69)

On posting to operational areas re-imburement will be admissible only if and so long as the officer's family actually continues to live in the entire accommodation in respect of which such re-imburement is claimed. (GOI MOD CORR NO. 82302/Q3(b)/782-S/D(Q&C) dated 31/12/63).

In the case of posting out Service officers residing in their own house are entitled to claim re-imburement of rent in accordance with AI 34/52 for a period of two months after their transfer to a family station provided married accommodation is not made available to them in the new duty station and family continues to live in the entire accommodation in respect of which re-imburement is claimed. (GOI MOD CORR NO. 82302/Q3(b)/670-S/D(Q&C) dated 21/12/65).

**RENTAL CEILINGS FOR HIRING MARRIED ACCDN FOR SERVICE OFFICERS – PART I OFFICE ORDER NO. 106 DT. 27/10/92. AND 48 DT. 15/9/98, AMEND 11 DT. 18/2/99**

SN	RANK	CLASS I	CLASS A	CITIES AND CLASS (RS,)		
				BI	B2	C&OTHERS
1	BRIG&ABOVE	6000	5500	5000	4500	3500
2	MAJOR TO COLONEL	5500	5000	4500	4000	3000
3	CAPT &BELOW	5000	4500	4000	3500	2500
4	JCOs	3500	3000	2500	2000	1500
5	NCOs/Ors	2500	2200	2000	1600	1300

Rental ceilings for hiring of accommodation for separated families of service officers will be of one class below of their class of entitlements.

XXXXXXXXXXXXXXXXXXXX

## MISCELLANEOUS ORDERS RELATING TO AAOsBSO

### OBJECTION STATEMENT (PARA 310 UA MANUAL)

Objections relating to the accounts of BSO will be prepared every quarter in Form IAF (CDA) 262 – BSO by the AAOsBSO showing inter-alia all outstanding on account of licence fee, electricity and water over-due for a quarter. After getting columns 6 and 7 duly completed by the BSO and the OC Station, the AAOBSO will submit the statement to the CDA, so as to reach him not later than the 15<sup>th</sup> of the second month following the quarter to which the statement relates. It will be the responsibility of CDA to take all further action to settle the items finally. A copy of the objection statement with the final action taken thereon will be sent by the CDA to the AAOBSO for the latter's record. Each quarter's objection will be self-contained and up-to-date that is to say it will include all items of previous reports, which still remain unsettled.

### PERIOD OF RETENTION OF RECORDS (APPENDIX "A" TO UA MANUAL)

S.N	DESCRIPTION OF RECORDS	RETENTION PERIOD
1	OCCUPATION RETURNS	5 YEARS
2	BILLS – LF, WATER AND ELECTRICITY	1 YEAR AFTER CHARGES HAVE BEEN RECOVERED
3	REVENUE LEDGER	5 YEARS
4	RETURN OF RECOVERIES	2 YEARS

### ADJUSTMENT OF REFUNDS: ( PARA 207 UA MANUAL)

In the case of remissions or refunds, the AAO BSO will trace the original demand or realization and make a note against the original entry in the accounts to avoid a double or erroneous claim. Any acknowledgement previously granted by the MES authorities will be taken back if possible and destroyed and note of repayment made on the counterfoil of the original receipt. After the above process has been completed, the AAOBSO will prepare the refund licence fee bills which shall bear separate consecutive serial numbers prefixed by a distinctive mark "Refund". The office copies of the refund licence fee bill be kept in a separate file and audited by the RAO at the time of his periodical visit to the formation (Para 184 and 185 of MES Local audit Manual refers). The AAO BSO will be personally held responsible for any refund erroneously or in accurately authorized by him. All doubtful cases of refund should be referred by him to the CDA through the RAO concerned.

## RETENTION OF ACCOMMODATION READY RECKONER

### NORMAL PERIOD OF RETENTION:

An employee who is allotted a Govt. accommodation is normally permitted to retain the same till it is surrendered by him or he ceases to occupy the residence or the allotment is cancelled/deemed to have been cancelled for any reason by the Director of Estates.

### CONCESSIONAL PERIOD OF RETENTION:

Employees /families may be permitted to retain the quarters for the periods noted against the events in the table below on payment of normal licence fees.

SN	CAUSE	RETN PERIOD	AUTHORITY
1	On transfer from one peace station to another	Normal period 10 days; On attachment after SOS – till the period of attachment; Extension also allowed to cover leave cum joining time	Para 65 of SAO 10/S/86
2	Death of allottee	Two years provided the member of family does not own house at the place of posting.	GOI MOD OM NO. 13(40)/97-D (Q&C) DT. 20/8/99 ( CDA CHENNAI PART I O.O NO. 25 DT. 30/3/2000

SN	CAUSE	RETN PERIOD	AUTHORITY
3	Non-allotment of accommodation at the new duty station	Two months after his handing over. Extension upto five months – by Stn Cdr Extension beyond five months – by Sub-Area/Area	Para 66 of SAO 10/S/86
4	Retention on grounds of Children's education	Up to the end of the academic year subject to vacancy even if accommodation is available at the new duty station – Further relaxations for Technical and professional courses	Para 70 to 73 of SAO 10/S/86 and CDA (O) Poona Part I O.O No. 131/83
5	Retention after retirement (those not availing Leave pending retirement)	Upto 3 months in normal cases	Para 76 of SAO 10/S/86 and CDA Chennai Part I O.O no. 103/92
6	Retention of accommodation of families of POWs	For such period as pay and allces are admissible	Para 79 of SAO 10/S/86
7	Retention of accommodation by families of those reported missing	For one month from the date of issue of orders notifying presumption of death up to a maximum of nine months	Para 79 of SAO 10/S/86
8	Retention in the case of	Not allowed ;	Para 82 of SAO

SN	CAUSE	RETN PERIOD	AUTHORITY
	resignation or dismissal	Date of effect of vacation must be: date of acceptance of resignation / date of dismissal.	10/S/86
9	Retention On Study leave	Allowed to retain family accommodation of a lower class	Para 83 of SAO 10/S/86
10	Retention on Deputation	Upto 2 months – for deputation to a post paid from civil estimates and upto 10 days on deputation to Public sector undertakings / Corporations or semi- Govt undertakings.	Para 84 of SAO 10/S/86
11	Retention in the case of Service Officers proceeding on Course of Instruction not exceeding six months in India	Upto the end of the course or six months whichever is less. If the course exceeds six months it will be treated as Permanent duty and dealt with under Para 66 of SAI 10/S/86	Para 88 of SAO 10/S/86

**SCALES APPROVED FOR DEMAND FOR ESTABLISHMENT**

S.N	DESCRIPTION OF WORK	SCALES APPROVED
1	MAINTENANCE OF REVENUE LEDGERS (i) ENTRIES IN OCCUPATION RETURN (ii) NAMES IN RENT BILLS	120 ITEMS PMPD  120 ITEMS PMPD
2	MAINTENANCE OF REGISTER OF RENT BILLS	90 ITEMS PMPD
3	PREPARATION OF RENT BILLS (i) ENTRIES IN RR (J) NAMES IN RENT BILLS	90 ITEMS PMPD 60 ITEMS PMPD
4	CORRESPONDENCE	25 ITEMS PMPD
5	DISPOSAL OF LOCAL AUDIT AND TEST AUDIT OBJECTIONS AND INSPECTION REPORTS	25 ITEMS PMPD
6	AUDIT OF METER READER'S BOOKS AND CONSUMER'S LEDGER	150 ITEMS PMPD
7	SIOs	45 ITEMS PMPD
8	WATCHING AND POSTING OF ACKNOWLEDGEMENTS	100 ITEMS PMPD

The above scales are for 6 1/2 hours day. To convert the same for 7 hours day deduct 1/14<sup>th</sup>.

Add 1/6<sup>th</sup> for miscellaneous work.

# **FORMS AND MISCELLANEOUS ORDERS**



STATEMENT OF INTERNAL OBJECTIONS FOR THE QUARTER ENDING -----

S.L NO	NAME OF THE PARTY AND UNIT AFFECTED	NO. AND DATE OF BILL	NATURE OF CHARGE	AMOUNT	REMARKS OF THE BSO	REMARKS OF THE OC STATION	FURTHER REMARKS OF THE AAO BSO	REMARKS OF CDA