CIRCULAR

Enclosed please find herewith the revised SOP for allotment of Separate Family Accommodation (SFA) duly approved by the DG, SSB for taking further action. All future allotments and regularization of existing allotment will be governed under these guidelines.

2. These guidelines supersede all previous instructions on allotment of Separate Family Accommodation issued from this Hqrs from time to time.

Encls:  SOP

Distribution:-

1. The IsG Frontier Hqrs, Ranikhet, Lucknow, Patna, Siliguri, Guwahati, Tezpur
2. The Director, SSB, Academy, Bhopal
3. The DIsG – All Sector Hqrs (including Spl Ops)
4. The DIsG CTCs - Sapri & Srinagar/RTC's Gorakhpur, Alwar, Salonibari & Supaul
5. The Commandant- All Bns, CI&JW School Gwaldam and CSD&W Bhopal.

Internal Distribution:-

1. PS to DG, SSB for kind perusal of the DG, SSB.
2. PS to SDG, SSB for kind perusal of the SDG, SSB.
3. PS to IsG (Pers/Trg/Ops/Int/Prov/Admin/Hqrs/Med), FHQ, SSB.
4. PS to DIsG (Pers/Trg/Ops/Int/Prov/Admin/JAG/Vety), FHQ, SSB.
5. All Branches, FHQ, SSB.
SOP FOR ALLOTMENT OF SEPARATE FAMILY ACCOMMODATIONS (SFA)

Separated Family Accommodation is authorized for families of all SSB personnel except those who are on deputation.

2. DEFINITIONS :-

In this SOP, unless the context otherwise requires:-

(i) "Allotment" :- means the grant of a license to occupy a residence on the charge of the SSB in accordance with the provisions of this SOP.

(ii) "Allottee" :- means a person who has been allotted SFA accommodation.

(iii) "Eligible Office" :- means the Headquarters and all subordinate offices/units of SSB.

(iv) "Emoluments" :- means the emoluments as defined in Rule 9 (21) (a) (i) of Fundamental Rules.

EXPLANATION :- Emoluments of an Officer under suspension shall be the emoluments drawn by him on the first day of the allotment year in which he is suspended. In case the date of suspension coincides with the 1st day of the allotment year, the emoluments drawn immediately before the date of suspension shall be taken into account.

(v) "Estate Officer" :- means the officer appointed as such by the Central Government under Section-3 of Public Premises Act 1971. The Estate Officers of SSB have been declared vide Gazette notification No.1/SSB/AD(E)/PA/2015/PF. IV/2015 dated 17th Aug, 2015.

(vi) "Eligible Officers/Officials" :- All Officers/Officials of SSB except those on deputation are eligible for allotment of SFA (irrespective of their places of posting).

(vii) Entitlement :- Preference will be given to Force Personnel deployed in the order of extreme hard, hard and normal areas, classified by the OPS Directorate.
(viii) "Family:"- means wife or husband of allottee as the case may be and includes parents, children, stepchildren, legally adopted children, brothers and sisters ordinarily residing with and wholly dependent on the Govt. Servant.

Note:- The term Government Servant used in this SOP includes both male and female Government Servant working in SSB notwithstanding the fact that pronoun he/she is used for such an employee in this SOP.

(ix) "Guest":- means a casual visitor staying temporarily with the allottee.

(x) "Immediate relations":- means such relations as grandfather, grandmother, grandsons, granddaughters, father-in-law, son-in-law, daughter-in-law, mother-in-law and such other relations established by legal adoption to the allottee.

(xi) "Rent":- in relation to any public premises, means the consideration payable periodically for the authorized occupation of premises, and includes:-

a) Any charge for electricity, water or any other services in connection with the occupation of the premises,

b) Any tax (by whatever name called) payable in respect of the premises.

(xii) "Sub-letting":- means allowing the use of residence or a part of it by the allottee with or without payment of rent to unauthorized person but does not include a visitor.

Explanation:- Sharing of accommodation by an allottee with dependent members of his family shall not be deemed to be sub-letting.

(xiii) "Temporary transfer":- means a transfer, which involves absence from Headquarters for a period not exceeding four months.
(xiv) **"Transfer":** means a transfer/posting or deputation within the Force or to any other Department.

(xv) **"Temporary occupation":** means occupation by any person on the basis of an order of allotment made for a total period (including the extended period, if any) which is less than thirty days.

(xvi) **"Unauthorized occupation":** means the occupation of a quarter by any person without authority and includes the continuation of such occupation by any person after the authority (whether by way of grant or any other mode of transfer) under which he was allowed to occupy the premises has expired for any reason(s), whatsoever.

3. **Allotment Authority:** Allotment of Separated Family Accommodation shall be made by concerned IsG on the basis of recommendations of Head of Office for an initial period of 03 years and extendable upto 05 years.

4. **Estate Officers:**

As per MHA Gazetted Notification No. S.O 2237(E) dated 17.08.2015, the following officers of SSB to be Estate Officers for the purpose of Section 3 of the Public Premises (Eviction of Unauthorized Occupations) Act, 1971 and shall exercise the powers conferred and perform the duties imposed on Estate Officer by or under the said Act, within the local limits and in respect of the categories of public premises specified in column (2) of the following tables:

<table>
<thead>
<tr>
<th>Designation of the Officer</th>
<th>Categories of public premises and local limits jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td>Inspectors General</td>
<td>Premises under the administrative control of the Sashastra Seema Bal situated within the local limits of their respective jurisdiction.</td>
</tr>
<tr>
<td>Deputy Inspectors General</td>
<td>Buildings/accommodation of 25th Battalion, Ghitorni, New Delhi, SFA Flats Dwarka, Delhi.</td>
</tr>
<tr>
<td>Commandants</td>
<td></td>
</tr>
<tr>
<td>Inspector General (Admn), Force Headquarters, SSB, New Delhi</td>
<td></td>
</tr>
</tbody>
</table>
5. Present Status of SFA residential Qtrs. in various locations

<table>
<thead>
<tr>
<th>S/N</th>
<th>Location</th>
<th>Qtrs. already held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>T-I</td>
</tr>
<tr>
<td>1</td>
<td>FTR Guwahati</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Dwarka, New Delhi</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>FTR Lucknow</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>G/Total</td>
<td>19</td>
</tr>
</tbody>
</table>

6. The allotment of Separated Family Accommodation will be made strictly in accordance with these Rules.

7. General Rule for entitlement for allotment of “Separated Family Accommodation” shall be that all SSB force personnel both combatized and non-combatized (irrespective of their rank and basic pay) will be entitled subject to availability of accommodation.

8. All Force personnel (both combatized and non-combatized) will be eligible for allotment of Separated Family Accommodation within the entitled class who are posted in places in the order of category of stations i.e. Extreme Hard, Hard and Normal according to date of receipt of application, subject to the condition that priority to be given to those who are posted in extreme hard and hard places.

9. SSB personnel who own house in the SFA location then will not be allotted SFA.

10. a) All SSB personnel shall be entitled to apply through proper channel from the date of their joining.

    b) All applications should be submitted in the prescribed form enclosed as Appendix-‘A’.

    c) The Head of Office will be responsible for making correspondence with concerned IG (Allotting Authority) regarding taking possession/retention of SFA etc. He will also be responsible for conveying the acceptance or otherwise within 2 months of issue of allotment letter.

    d) Two months time will be given to allottee for occupation of SFA Quarter.
11. a) The application shall be forwarded for allotment in order of their actual receipt.

b) Allotment shall be treated as cancelled after stipulated period from the date of retirement.

c) The "Separated Family Accommodations" will be governed under Fundamental Rules-45 A. On transfer to new place of posting, the allottee will have to submit an application to the Head of Office informing him regarding allotment of SFA mentioning duration, who will forward a copy of the same to concerned Estate Officer. However, request for retention of SFA quarter may be submitted to Estate Officer through Head of Office of the new place of posting. Allottees will not get House Rent Allowance, if they have already been provided with residential accommodation and have also been allotted SFA quarter. Further, license fee of both the accommodations will be deducted as per rules.

d) Every allottee of SFA accommodation is liable to intimate about change of his/her posting, proceeding on deputation to any other place/organization to the IG (Allotting Authority) through Head of Office from where he has proceeded for further posting. Hiding of facts shall amount to an act of misconduct.

e) The Allotting Authority may permit retention of quarter to allottee for a further period of 6 months depending upon the merit of each case on payment of license fees under FR-45A. On expiry of 6 months period, the allotment will be treated as cancelled and any continued occupation will attract penal rent charges besides disciplinary action as per Rules. However, in extreme cases request for further retention/extension may be allowed with the approval of the DG, SSB.

f) Personnel who are already on deputation will not be allotted quarters. After reporting back to SSB their cases may be considered for allotment of SFA.

g) Personnel who have already been allotted quarters in Separated Family Accommodation and proceed on deputation will be allowed to retain the accommodation till completion of the current academic session of their children.

h) Every allottee is responsible to keep the premises neat and clean. Unauthorized construction/modification is not permitted and on getting the report in this regard the allotment of quarter will be cancelled immediately and disciplinary action as per Rules may be initiated.
i) Cost of any damage caused to the premises intentionally will be recovered from the allottee.

12. Retention period in case of retirement and resignation etc. will be as under:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Death</td>
</tr>
<tr>
<td>b.</td>
<td>Resignation/Discharge</td>
</tr>
<tr>
<td>c.</td>
<td>Removal/Dismissal</td>
</tr>
<tr>
<td>d.</td>
<td>Retirement</td>
</tr>
</tbody>
</table>

13. If any occupant fails to vacate SFA as per authorized period mentioned above, he/she will forcibly be evicted within a week by the Estate Officer. Penalty at the market rates will be imposed as per notification issued by the Directorate of Estates (DOE).

14. The allottee may apply for retention of accommodation in case of serious illness of any member of the family as certified by the competent Medical Officer. Further, retention of 06 months at a time may be given by the Allotting Authority. The Medical grounds as prescribed under S.R. 317-B are as under:

a) Tuberculosis: Pulmonary tuberculosis (serious cases only)

b) Cancer Cases: Malignant neolasm

c) Heart ailments: Of an exceptionally serious nature and in need of urgent treatment (Class III or IV, angina or heart failure symptoms)
d) Disabled persons:
   i. Blind: Those who suffer from either of the following conditions:
      1) Total absence of sight:
      2) Visual acuity not exceeding 6/90 or 20/200 (snellen) in
         the better eye with correcting lenses:
      3) Impression of the field of vision subtending an angle of 20
         degrees or worse.
   ii. Deaf: Those having hearing loss of more than 90 decibels in
       the better ear (profound impairment) or total loss of hearing
       in both ears.
   iii. Orthopaedically handicapped: To the extent of 40% and
        above disability.
   iv. Mentally handicapped/ spastic dependants.

15. If there is no application pending for allotment of any particular type of
quarter and the present allottee wants to continue then he/she may be
given extension beyond 05 years with 01 year extension at a time.

16. Rent and allied charges will be recovered from Officers/Officials in
accordance with normal rules:-
   a) Standard license fee applicable at any particular location for SFAs will
      be recovered, irrespective of place of posting of individual.
   b) Water and Electricity charges as per bill to be paid by the occupant.
   c) Other charges as fixed by the Estate Officer of SFAs will be paid by
      the occupant.

17. Subletting of quarters is not allowed. Allotment will be cancelled
immediately if case of subletting comes to the notice and disciplinary
action will be taken against the defaulter.

18. The respective Allotting Authority shall be responsible for maintenance
and annual repairs of the SFA under their jurisdiction.

19. Date of receipt of application will be the criteria for determining seniority.

20. The individual who has occupied SFA Quarter needs to submit a
certificate on yearly basis i.e in the month of January every year that
his/her family is actually staying in the quarter allotted to him through the
office he/she is posted.
21. Any other issue which has not been covered under SOP related to SFA Quarters will be governed by General Rules for allotment of Government Accommodation covered under Rule FR-45-A and FR-45-B read with SR-317-B-1 to 26 and orders issued from time to time for allotment of quarters.

22. Security of the campus will be the responsibility of the Estate Officer.

23. Notwithstanding anything mentioned above, the Director General, SSB shall have full powers to cancel the allotment/retention of Separated Family Accommodation at any time without assigning any reason(s).

24. The DG, SSB will have full powers to relax/override any of the provisions made in this behalf.

*****
Appendix-'A’

Form for allotment of Separated Family Accommodation

1. Regt. No & UIN : __________________________
2. Name : __________________________
3. Father's Name : __________________________
4. Designation/ Rank : __________________________
5. Sex : __________________________
6. Marital Status : __________________________
7. Category : __________________________
8. Date of Birth : __________________________
9. Date of Enrolment : __________________________
10. Date of superannuation : __________________________
11. Posting Unit : __________________________
12. Category of present posting
   a) Extreme Hard
   b) Hard
   c) Normal area : __________________________
13. Applied Type of Qtr and the ground : __________________________
14. The period for which Quarter is required : __________________________
15. Pay Band/Grade Pay : __________________________
16. Phone No. : __________________________
17. Home Address : __________________________

No.___________
Rank___________
Name___________

Signature of forwarding officer with seal