

महानगर टेलीफोन निगम लिमिटेड

(भारत सरकार का उद्यम)

निगम कार्यालय

MAHANAGAR TELEPHONE NIGAM LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

CORPORATE OFFICE



MTNL/Pers/13(97)/2010/R-23

22.10.10

Office Order

Subject: Revised entitlement/ eligibility criteria for allotment of residential accommodation.

With the revision of IDA pay Scales of the executive and non-executive employees of MTNL, the entitlement/ eligibility criterion for allotment of residential quarters of MTNL was reviewed and the revised entitlement is as follows:

| Type of qtr. | Designation | Grade |
|--------------|---|----------------|
| VII | CGM/ PGM & above | E9 + |
| VI | Addl. GM, GM & above | E8, E9 & above |
| V | DGM & above | E6 & E7 |
| IV | SDE & equivalent cadre and above | E3 - E5 |
| III | PRO/ LO/ JTO/ JAO/ AM/ Executive & equivalent cadre and above | NE12, E1 & E2 |
| II | Non executives of different cadres | NE5 - NE11 |
| I | Non executives of different cadres | NE1 - NE4 |

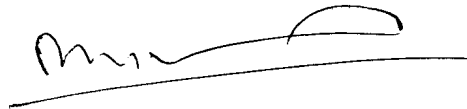
Note:

- i) The allotment of quarters shall be in accordance with priority of designation.
- ii) For determining the eligibility the employee should have the corresponding designation along with the required grade.
- iii) The above is applicable to employees drawing salary in IDA pay scales, for employees on deputation/ deemed deputation drawing salary in CDA, the corresponding equivalent IDA pay scales will be considered.

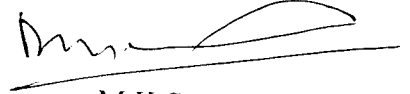
पंजीकृत एवं प्रधान कार्यालय : जीवन भारती टावर-1, 12वीं मंजिल, 124 कनाट सर्कस, नई दिल्ली-110 001 भारत, दूरभाष : 23742212 तार : फोन निगम, फैक्स : 23739056
REGD. & CORPORATE OFFICE : Jeevan Bharati, Tower-1, 12th Floor, 124, Connaught Circus, New Delhi-110 001 India Phone : 23742212, Cable : PHONE NIGAM, Fax : 23739056
(आप हमारे साथ हिन्दी में भी पत्राचार कर सकते हैं।)

पृष्ठ 1 of 3

- 2 i) The request for allotment for one step higher shall be considered, only if a vacant quarter is not available in the entitled category and there is no waiting list in the one step higher category. For this purpose, License fee at the rate of 3 (three) times as applicable to the category of lower grade of quarter will be levied.
- ii) In such case, if employee wishes to continue he/she will not be asked to vacate such higher category house.
- iii) If employee wishes, he may apply for allotment of the quarter as per his entitlement, as per prescribed procedure, which will be considered as and when the entitled category residences fall vacant.
3. Allotment of two steps higher than the entitled quarters are not permissible under any circumstances.
- 4.i) The quarters, as on the date of issue of orders, which are in possession of Dir(F), Dir(HR), Dir(Tech.) and CMD shall be exclusively earmarked for these posts only.
- ii) The quarters as on the date of issue of order which are in possession of PGM/ CGM/ ED of the units/ CO shall be exclusively for these posts only.
5. The present waiting list and existing procedure shall be abolished and fresh option shall be called, from the employees as per the new entitlement/ eligibility criteria on date 01.01.11.
6. The quarters already allotted based on the existing criteria shall continue subject to the clauses 2 and 3 above.
7. Clause 46 of the Rules for Allotment of MTNL Residences, 2005, shall be modified to read as under:
- “Only CMD and ED in their respective unit shall have the power to allot quarter in any category and/ or location, on out of turn basis at their discretion. However CMD, MTNL, on the recommendation of the unit head shall also have the power to relax the penalty imposed by the allotting authority under these rules based on the appeal by the employee.”
8. If an employee is unauthorisedly absent continuously for 12 months and above then a notice will be issued by the estate officer/ estate section for vacation of the quarter. After two months of issue of first notice the estate officer/ section shall have the authority to get the premises evicted.



9. For Retirement/ Voluntary retirement/ Resignation cases/ Death cases the amount that may be withheld from the retirement benefits of the employee concerned is enhanced to ₹100,000/- (₹ One Lakh) from the existing ₹50,000/- as per decision of the Board vide 95th meeting held on 10.03.09.
10. The new entitlements will be effective from 01.01.11.
11. This issues with the approval of a Competent Authority.



M.K.Saxena
Jt. GM (HR)

Copy To:

1. Chairman and Managing Director, MTNL.
2. Dir (Fin)/ Dir (HR), MTNL.
3. Executive Director, MTNL Delhi/ Mumbai.
4. ED (Tech), MTNL CO.
5. CVO, MTNL.
6. GM (Admn), MTNL Delhi/ Mumbai.
7. GM (Fin), MTNL Delhi/ Mumbai.
8. DGM (A/c & Cash), MTNL CO.
9. Company Secretary.
10. DE (Admin), MTNL CO - For placing on all Notice Boards.
11. AD (OL) - For Hindi Version.
12. AM (Pers-II) for uploading on the intranet.
13. G.S. MTNKS Mbi./ G.S. MTNL Staff Union.
14. Office Copy
15. Master File.