

RTC, MEERUT

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CHAPTER-I

INTRODUCTORY

A separate organisation functions in the MES to deal with the recovery of licence fee and allied charges and supply, holding and issue of furniture and stores. It is called the Barrack/Stores Branch. The CWE through his Senior Barrack /Stores Officer (S.B./S.O.) and the Garrison Engineer through his Barrack/Stores Officer (BSO) are responsible for the discipline and Administration of this Branch. The detailed rules are contained in the Memorandum on Procedure, Organisation and Duties of Barrack/Stores Branch of the Military Engineers Services.

A Separate A.A.O. with the necessary Staff will be attached to the Office of every Barrack/Stores Officer who will be responsible for the Revenue work of this Branch. The remaining work of the Barrack/Stores Branch relating to furniture and Stores etc. will be done by the AO/AAO Garrison Engineer's Office.

The A.A.O BSO will examine all orders and sanctions effecting their work issued by the Government of India and authorities subordinate to them, CGDA's letters and PCDA/CDA's Office orders etc. in order to ensure that they are correctly applied. For this purpose they will hold monthly conference with their staff. All important and doubtful points arising during their day to day working will be discussed and recorded in the Review Register, which will be produced for inspection by the by the AO GE/RAO/LAO (i.e. AO GE of the respective GE Office under whom BSO Office of the AAO BSO functions administratively. In case AAO is posted in the accounts section of the MES formation than the register will be put up to the RAO/LAO concerned) on his visits. Doubtful points connected with the interpretation or applicability of the rules, instructions etc. will be referred to RAO/ AO GE/ PCDA/ CDA for orders/ clarification. A certificate of review of orders and sanctions will be submitted to the RAO /AO GE who will render a consolidated certificate to the PCDA/CDA.

(Auth: O/o The CGDA letter number AT-Coord/13018/PC/Upgradation AAO dated 16th Sept 2009)

The Barrack/Stores officer is responsible that demands for payment are made as revenue, regular or occasional, falls due; that steps are taken to effect prompt realization thereof; and that proper records are maintained showing in respect of all items of revenue, recurring and non-recurring, the assessment made, the progress of recovery and the outstanding debts due to Govt.

CHAPTER-II

OVERVIEW OF THE FUNCTIONS OF DAD IN REVENUE MANAGEMENT

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.

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 AOGE 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 AOGЕ will ensure updation of (I) Register of Buildings (ii) Licence fee Assessment Register. The AO 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 AO GE will forward a complete list of all hired buildings and rentals paid as on 1st April each year and monthly change statements thereafter by 5th of the following month which will be linked by the AAOBSO into the list as on 1st 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 and AAOBSO are subjected to audit by the AOGЕ 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.

Licence Fee Assessment Ledger (IAFW-2230)

It will be maintained by the A.A.O, Garrison Engineers Office for all rentable buildings including Govt owned and all hired buildings licensed out. This will be kept as a permanent record and entries must be made whenever additions or alterations necessitate for revised assessment of rent.

(Auth: GOI MOD letter No. 58720/Q3 (B7/3353-Q/O (Qts) dated 15/10/80)

Licence fee in respect of Badminton Court, Tennis Court, Swimming pools, etc., will be assessed/ fixed by the permanent station Board of Officers convened for the purpose. (Auth: GoI MoD letter No. B/68628/ Q3(B-i) / 2450/D (Q&C) dated 27 May 1988 as amended vide Corrigendum No. B/68628/ Q3 (B-i) / 2667 / D (Q&C) dated 11 June 1991)

The Garrison Engineer will arrange that when a work involves expenditure on the construction, acquisition or equipment of a building intended to be used for residential purposes, or expenditure on renewals or additions and alterations to an existing residential building, information in regard to the amount of expenditure involved is furnished to the AO/AAO attached to the office. On receipt of this information the AO/AAO will see: -

- (i) That if it is a new building, it is entered in the Licence fee Assessment Ledger and has been taken on charge in the 'Register of Buildings' by the GE.
- (ii) That steps are taken to obtain the orders of the Competent Authority to assess or revise the rental.
- (iii) That the assessed licensed fee or the revised licensed fee, specifying the date from which it takes effect is intimated to the A.A.O., Barrack/Stores Officer concerned and his acknowledgement obtained.
- (iv) That the charging of licence fee, for building for which licence fee is leviable occupied prior to closing the accounts of expenditure on their construction, acquisition, or equipment is not deferred until the accounts of expenditure are finally closed. In the case of buildings occupied prior to the closing of the accounts of expenditure thereon, it will be seen that the provisional assessments are worked out as accurately as possible taking into account the recorded expenditure as well as the full liabilities. Subsequently, when the accounts have been closed the licence fee assessment will be revised on the basis of the final completion cost. In cases where the variation between provisional and final, assessment is 5% or less the final assessment will be effective from the date of the accounts are closed and where the variation is more than 5 % of the final assessment will have retrospective effect from the date of occupation. This procedure will also apply to additions and alteration effecting the Capital value of buildings.

Rent assessment statement in respect of buildings occupied prior to transfer of charge between the GE (Project) and GE (Maintenance), will be initiated by GE (Project)

and forwarded to AO/AAO GE (Project) who after check will furnish a copy to AO/AAO GE (Maintenance).

The AO/AAO Garrison Engineer's Office will compare the Licence fee Assessment Ledger with the Register of Buildings every year in April, to see that the capital value of buildings shown in the register agrees with the entries in the Licence Fee Assessment Ledger. Any discrepancies noticed would be investigated and rectified by reference to the original documents, on the authority on which a different Capital cost is shown. A certificate to the effect that required comparison has been made will be recorded in the licence fee assessment ledger.

The A.A.O. attached to the Barrack/Stores Officer will maintain the following ledgers etc.:

- (i) Revenue ledger.
- (ii) Licence fee bills numbering register.

It should be ensured by the A.A.O. B.S.O. that the Revenue ledgers maintained by him are complete in all respect and for this purpose the Register of Buildings for which Licence Fee is leviable maintained by the BSO should be called for and compared with the Revenue ledger whenever found necessary.

Revenue Ledger (I.A.F.W.2240)

This contains a record of Revenue due and recovered in respect of each buildings or quarter and also from other sources. Separate Revenue Ledger will be maintained for:

- (a) Government owned quarters.
- (b) Hired, leased and requisitioned accommodation in the Station Pool, and
- (c) Civil Works Revenue.

It will particularly be ensured by the A.A.O. Barrack/Stores Officer that all hired, leased and requisitioned buildings for which rent is paid by the M.E.S. are brought on the Revenue Ledger.

A separate folio will be opened for each building, quarter or miscellaneous item of Revenue and entries will be made therein as transactions occur. A separate folio will also be allotted for each covered badminton court with morrum floor, and tennis court, licence fee for which will be recovered in addition to licence fee payable for the living accommodation. The folios will be grouped by Stations.

However no folio need be opened for buildings/ quarters occupied by personnel entitled to licence fee free accommodation except when it is retained by them, beyond permissible period and licence fee becomes due for recovery under existing orders. Similarly, in the case of recovery for excess consumption of electricity/ water from such

entitled personnel separate pages will be set apart in the Revenue Ledger for recording these entries.

Recoveries on account of charges for electricity and water from consumers paying direct to the Barrack/Stores Officer are watched through the consumer's ledgers. These will be treated as a separate class of revenue, a folio of the Revenue Ledger maintained by A.A.O./Barrack/Stores Officer will be allotted to each class of such receipts.

The Revenue ledgers will be submitted monthly to the Barrack /Stores Officer who will initial them in token of his scrutiny.

To watch credits on account of disposal of grass and other usufructs, etc., from lands and buildings of MES Charge situated within or outside Cantt. limits, a separate register of revenue derived will be maintained by the SDO concerned. The probable date by which each item of revenue falls due will be noted in this register and realisation watched regularly. Such receipts will be properly audited by the AO/AAO Garrison Engineer's Office in the case of recurring receipts and reasons for abnormal variation in the amounts of receipts will be ascertained and recorded.

The AO/AAO Garrison Engineers office will furnish the following information to the A.A.O. Barrack/Stores Officer to enable him to complete the Revenue Ledgers, etc., and to check the correctness of the recoveries billed for:

- (a) A complete list of all hired buildings and rental paid as on 1st April each year and monthly "change" statements thereafter.

Note: (i) The monthly change statements will be furnished by the AO/AAO (GE) by the 5th of the following month. The A.A.O. (BSO) will link all the change statements into the list as on 1st April. The list and the change statements for each year will be recorded in a separate file.

(ii) The A.A.O. (B.S.O.) will tally the list for every year (as on 1st April) with that for the previous year (as amended from time to time).

- (b) Monthly list of Revenue credited through the GE's cash accounts and the No. & date of the relevant licence fee bills.
- (c) Licence fee assessment statements as and when rent of building is assessed /revised.
- (d) A copy of the statement of the furniture hired out to the officers etc. by 10th of each month. It is important that an effective liaison/monitoring is maintained between the AAO BSO and AO/AAO GE (i.e. AO/AAO GE of the respective GE Office under whom BSO Office of the AAO BSO functions administratively) and any further information required in connection with the recoveries of licence fee and allied charges is promptly made available of the A.A.O. Barrack/Stores Officer.

OCCUPATION RETURNS AND RETURNS OF RECOVERIES (ELECTRICITY, WATER, ETC.)

All accommodation at a Station, although physically in the charge of the Barrack/Stores Branch is at the disposal of the Station Commander. Quarters will be held in a Station Pool and allotted to individuals by the Station Commander or inter-services Quartering Committee (or other allotting authority). Barrack/Stores Officer or his representative will be responsible for preparing and forwarding to the A.A.O. Barrack/Stores Officer, occupation returns for all quarters in the Station Pool. In the case of all other buildings, units and formations in occupation are responsible for the prompt and correct rendition of Occupation Returns (in duplicate) to the Barrack/Stores Officer or his representative at Outstation, who after necessary check pass one copy of the same to the A.A.O. The Barrack/Stores Branch has instructions to ensure that occupation returns are submitted promptly and correctly to the A.A.O. and it is the responsibility of the latter to ensure that the preparation of licence fee bills does not fall into arrears.

Occupation Returns will be prepared on the prescribed form and will be forwarded to the A.A.O. as follows:

- (i) Immediately after taking over.
- (ii) Other changes in occupation by the 5th of each month to show changes during the preceding month.
- (iii) Complete Occupation Returns showing all buildings (Govt. owned / hired / requisitioned whether licence fee leviable or licence fee not leviable, i.e. Barracks, Office stores (etc.) and quarters by 5th April annually to show position as on April 1st.

Note 1: Occupation Returns in respect of an Officers' Mess will be submitted by the Unit Commander (or the Mess President) to Barrack/Stores Officer or his representative at the outstation

Note 2: Licence fee in respect of Messes whenever free accommodation is not authorised is recoverable at source by the PCDA/CDA at the time of admitting the Mess Maintenance Allowance of the Units and formations. Cases in which Mess Maintenance allowances is admitted in full a "No accommodation certificate " should be intimated to the A.A.O. Barrack/ stores officer concerned. The A.A.O. will verify that in the cases in question, accommodation at Government expense was not provided to the Mess.

Occupation Returns rendered by the Barrack/ Stores Branch will be fully checked by the A.A.O. Besides the general completion of the Return, it should be seen-

- (a) that the return is rendered on the prescribed form (IAFZ-2170) as amended.
- (b) that the description of the buildings is correctly given.
- (c) that the Return is signed by the authority responsible for its submission.

- (d) that the relevant columns of the return are properly filled in and
- (e) that information whether quarters are furnished or unfurnished is given.

Allotments

- In scrutinising the allotment of accommodation, it should be seen-
- (i) that accommodation allotted to an officer is according to the scale, to which he is entitled;
 - (ii) that all officers commissioned after 1st July 1949 who are below the age of 25 years and are married (irrespective of the date of marriage) are treated as single for accommodation purposes;
 - (iii) that the accommodation allotted to an officer is occupied within 10 days from the date of allotment. Licence Fee will become payable from the date following the expiry of the period or from actual date of occupation whichever is earlier except in the case of reserved accommodation when the rent is recoverable from the date of assumption of the charge of appointment.
 - (iv) that 'out of class' accommodation is allotted only when there is no demand for such accommodation by entitled officers and there is no accommodation available of the appropriate class to which the officer is entitled.
 - (v) that a quarter has not been sub-let by the allottee except when an officer is proceeding on furlough with family under the conditions laid down in AO10/S/86.
 - (vi) that the classification of an officer's quarter once carried out in accordance with the existing rules remains the same irrespective of the number of occupants in a quarter. Reclassification of accommodation from a back date involving adjustment of recoveries will be done with the prior concurrence of the Govt. of India.
 - (vii) that where the allotment is stated to be free of licence fee, or at a reduced rate of licence fee, the authority in support is quoted and that it covers the case;
 - (viii) that when accommodation is leased to private persons not in Government employ, it will be seen that:
 - (a) all agreement is executed on the lines notified by the Ministry of Defence from time to time;
 - (b) the instrument is properly stamped;
 - (c) the current market rate of licence fee is quoted on the return.
 - (d) the licence fee is fixed at the market rate provided it is not less than the assessed rent;
 - (ix) that the licence fee recoverable from contractors in respect of buildings used as cinemas has been correctly fixed according to the highest bid by auction, that an agreement is executed on the prescribed form, that the amount of security has been deposited by the contractor and that the whole building is insured by the lessee and renewal premium receipt is called for and verified;
 - (x) that when accommodation is allotted to Non-Gazetted personnel of the categories mentioned in the Ministry of Defence letters No. (i) 5/ (30)/58/1838/D (Civ-1)

dated 27-2-62 (ii) 50433/TD-13 4823/D (Prod) dt. 25-4-66 (iii) 4/ (22)/68/D (Civ-1) dt. 4-8-69 (as amended from time to time). It is ascertained by reference to the PCDA/CDA concerned that they hold such appointments which entitle them to free quarters".

- (xi) that when non-Gazetted Officers of the categories referred to in item (x) above, to whom accommodation is allotted are appointed to officiate in gazetted appointment both the substantive and officiating pay are noted in the occupation return so that the licence fee payable may be calculated in accordance with para 13(j) of A.R.I. Quarters and Rents.
- (xii) that when a Military Building is allotted to a Canteen Contractor for running institutes, etc., an agreement is executed in the Model forms of Station and Unit Contract agreement.
- (xiii) that when free accommodation is allotted to personnel referred to in paragraph 1(k) ARI Quarters and Rents. It has been stated that their duties require them to live in particular Quarters in order to be near their work.
- (xiv) that in the case of an officer entitled to be provided with accommodation and permitted to make his own arrangements the sanction of the Station Commander exists for the accommodation occupied and the rent fixed. Detailed instructions in this respect are contained in A.O. 10/S/86 (as amended).
- (xv) that arrangements to provide suitable accommodation in Hotel, Club, bearing house, etc., are made only when an officer entitled to be provided with accommodation cannot be provided with accommodation in the Station Pool and the Officer is unable or unwilling to make his own arrangements, provided in the opinion of the Station Commander, the arrangement is more economical than hiring a house or other suitable accommodation, such an arrangement is made only for a period not exceeding three months at a time and it is stated in the lease agreement that the hiring may be terminated without notice at the end of each calendar month. The claims of Officers for reimbursement of rent paid in excess of the prescribed percentage of their pay will be checked *inter-alia* to see that a suitable accommodation for them is not available in the Station Pool. Cases where suitable accommodation may be lying vacant will be promptly brought to the notice of the Barrack/ Stores Officer. This check will be exercised before the claim is forwarded to the PCDA/C.D.A. concerned.
- (xvi) that in the case of buildings, etc., hired out to Provincial Governments licence fee bills at the prescribed rates are regularly issued and on receipt of accepted copies of licence fee bills, necessary debits are raised against the Civil Department.

Scales of Accommodation

The following are the important checks, which should be exercised under this heading:

- (a) It should be seen that no individual (except for valid reason) is allotted accommodation in excess of the scale to which he is entitled under the regulations or superior to that authorised for his rank or appointment. If a superior quarters or excess accommodation is allotted at the request of the occupant, the fact should

be noted in the Revenue Ledger to ensure that the increased rate of licence fee is charged.

- (b) When an individual is allotted accommodation inferior to his rank, it should be seen that sufficient reason for not allotting full accommodation has been recorded.
- (c) Accommodation allotted to contractors (for use as institutes) should be checked so that any room or rooms not set apart for an institute is charged for under Regulations.

Vacation

When the vacation of a building is reported, it should be verified from the Revenue Ledger that intimation of occupation of the buildings by the person reported as vacating was duly received and noted in the Ledger. However, in the case of personnel entitled for licence fee free accommodation for whom no separate folio is required to be opened the revenue ledger, the verification will be done from the report of retention of accommodation beyond permissible period by BSO/Station authorities.

The cause of vacation should be looked for. If a building is vacated for reasons other than transfer, vacation of appointment etc., the circumstances should be fully investigated /specially when the occupant is required under rule to occupy Government owned/hired accommodation. In cases of transfer or vacation of appointment it should be seen that the quarters are re-allotted to another entitled officer.

If a quarter is vacated with sufficient reasons, action should be taken as indicated below:-

- (i) **Officers and others not entitled to free accommodation:** Licence fee should continue to be claimed.
- (ii) **Individuals entitled to free quarters:** The PCDA/CDA should be informed that claims for compensation in lieu of quarters are not to be entertained.

The above action should be taken with the approval of the Barrack /Stores officer. In the event of a disagreement between the Barrack/Stores officer and his AAO full facts of the case should be reported for orders of the PCDA/CDA through the RAO/AO GE as the case may be.

If a building is vacated before the end of a month by a individual not required under rule to occupy Government accommodation the question whether licence fee should be charged up to the end of the month or only upto the date of vacation should be considered with reference to paragraph 6 (a) ARI Quarters and Rents.

If a building leased out to a private person, not a Government employee, is vacated, it should be seen that the notice for vacating the quarters as required under the agreement has been received from the tenant in time. Otherwise, action will be taken at

once to recover the amount due from the tenant in time in accordance with the terms of agreement.

It will be seen that an officer entitled to be provided with accommodation by Govt. vacates his quarter on transfer from the Station within 10 days after the date of handing over charge. If in his new Station no accommodation can be provided, a married officer's family may continue in occupation for a period of 60 days after his handing over. It will be seen that the sanction of the Area-Commander exists for extending the period of retention of accommodation beyond 60 days in the case of officers posted to non-family Stations or abroad and who have no suitable family accommodation where families can go. Sanction of the Station Commander will also be looked for, for retention of family accommodation at the last duty station upto the end of the current school/ college academic year of the children of service officers/personnel below officer's rank on transfer from one peace station to another. The recovery of rent will be regulated in accordance with the Licence assessed/ fixed by the permanent Station Board of Officers convened for the purpose.

(Auth: GoI MoD letter No. B/68628/ Q3(B-i) / 2450/D (Q&C) dated 27 May 1988 as amended vide Corrigendum No. B/68628/ Q3 (B-i) / 2667 / D (Q&C) dated 11 June 1991)

The occupation return should be compared with the returns of recoveries of water and electric energy submitted by the Barrack / Stores Officer to check the accuracy of date for allotment and vacation of quarters.

Annual Occupation Returns

These returns will be checked in the following manner:-

- (a) It should be seen that the general completion of the return is correct.
- (b) The return should be checked to see that it includes all the buildings shown in the Register of rentable buildings maintained by the BSO.
- (c) A comparison between the occupation return and the consumers ledgers for water and electricity should be made to see that buildings in respect of which charges for water and electricity have been made are duly shown as occupied in the occupation return.
- (d) The particulars recorded in the return should be compared with those noted in the Revenue Ledger except in the case of personnel entitled to licence fee free accommodation where the particulars will be compared with the initial occupation returns case in which the two documents do not agree will be taken up with the authority concerned, electricity, hire charges of fans, other Electrical appliances.

Water and Electricity

Recoveries from non-entitled consumers who are paid by the Defence Accounts Department or by a Civil Accounts Officer will be made in the same way as enumerated

in preceding Paras, together with recoveries of licence fee. For this purpose, the Barrack/Stores Officer will prepare the Return of Recoveries (electric) (IAFW-2218) from the Meter Reader's Book and forward it to the A.A.O. so as to reach him not later than the 10th of the month following that to which the charges pertain. The return will be checked in full by the staff of A.A.O. B.S.O. and posted in the Revenue Ledger. A.A.O. B.S.O. will exercise test check over the posting of return of recoveries in the revenue ledger to the extent of 10% of the total no. of items in the returns.

Note: In checking the Return of recoveries it will be seen that charges for water and electricity if payable by the consumer direct to a Public Supply Company, are not included in the return.

Normally charges on account of electricity and water will be included in the monthly return of recoveries. In case, however, where it is not possible to record meter reading monthly, a provisional recovery as assessed by the Barrack/Stores Officer will be made monthly. The Barrack/Stores Officer will prepare adjustment bills for individuals on the basis of meter reading (electric and water combined) promptly on a change of occupancy, and otherwise at quarterly intervals and submit to the A.A.O. for incorporation of the figures in the licence fee bill.

In the case of private consumers the amounts will be billed for and or recovered by the Barrack/ Stores Officer. The monthly bill (IAFW-2217) will be prepared by the Barrack/Stores Officers and sent to the consumer accompanied unless standing arrangements to make recoveries in cash by the Garrison Engineer have been made, by a receivable order (IAFW-507) which should give such details as will enable the treasury receipt to be identified with the relevant bill without the bill itself. The return of treasury receipt will be watched by the Barrack/Stores Officers. After taking into account the amounts recovered in cash and credited into treasury, the Barrack/ Stores Officer will prepare and render to his A.A.O. monthly an abstract of all receipts duly supported by treasury receipts. The A.A.O. will check the abstract and see that the total recoveries made by the Barrack/Stores Officer from Private consumers as recorded in a folio of the Revenue Ledger agree with the amount shown in the Return of Recoveries as recovered by the Barrack /Stores Officer from these consumers. The number and date of treasury receipt will be cited against the appropriate items in the Return of Recoveries and credit for unlinked items watched through correspondence. Bill issued to consumers direct by the BSO for water and electricity should be checked by the AAO BSO to the extent of 100% both in regard to quantities and rates.

In case of IAF entitled consumers, the monthly consumption will be measured by means of meters or assessed by Barrack/Stores Officer (where meters are not installed or are out of order) and a voucher showing the total number of units consumed will be prepared annually in triplicate and priced at the sanctioned issue rate. In addition to charges for electric energy, rent for internal installations will also be included in the voucher. The voucher will be forwarded in duplicate to the officer commanding of the

Unit or Department concerned for acceptance. On receipt of the original accepted voucher, the Barrack/Stores Officer will complete his copy accordingly and pass it on to the A.A.O. for completing the Revenue Ledger. The voucher will then be sent to the AO/AAO Garrison Engineer's office for adjustment. The charges pertaining to March Final will be adjusted in the accounts of the closing year.

In the case of entitled consumers of manufacturing and quasi-commercial concerns, an abstract showing the totals for each concern will be prepared in duplicate half yearly in the case of Dairy Farm and annually in all other cases. One copy of the abstract will be forwarded to the A.A.O. not later than the 10th of the month following the end of the period to which it relates. The A.A.O. will then intimate the respective amounts including charges on account of rent of internal electric installation to the parties concerned. No adjustment on account of these transactions will be made in the MES account. In the case of Bakeries the statement furnished by the Barrack/ Stores Officer to the ASC authorities will contain an endorsement by the AO/AAO GE to the effect that this has been checked and found correct, before submission to the Officer-In charge, Bakery concerned.

Water Supply

The procedure for the recovery of charges for water supply will be as follows:

In a non-Cantonment Station where water is obtained from a Municipality, company, local body or any Government source (Civil/Military) for the troops as a whole, or from a MES installation, the recoveries on account of water supply in respect of non-entitled consumers will be made by the Defence Accounts Department in the case of Officers and other ranks who are paid by that Department, or by a Civil Accounts Officer (see paragraph 709, MES Regulations 1968 Edn) in accordance with the procedure laid down in paragraph 186. From all other non-entitled consumers the amounts will be billed for and recovered by the Barrack/Stores Officers in accordance with the Instruction laid down in Paragraph 188 above.

In a Cantonment Station in which the MES Officer is functioning as the 'Officer' under Section 204 of the Cantonments Act, 2006 and in which the Cantonment board is not receiving a bulk supply of water from the MES under Section 189 (1) of the Act, recoveries are required to be effected by the Board, vide Section 206 of the Act. In such cases the Return of Recoveries will be prepared from the Meter Reader's Books and rendered to the Board. The total cost at the prescribed rate notified from time to time of all water supplied to paying consumer (including supplies made under agreements, vide Section 193 of the Act) and charges for water supplied to persons and buildings exempted from payment by the Board (but excluding exemptions granted by the local Government under Section 111 of the Act in respect of persons and buildings entitled to a free supply of water under Defence Service Regulations) less the Collection and audit charges will be debited quarterly to Minor Head 800-Misc. Expenditure, Sub-

head-K: Cost of water supplied by MES to non-entitled consumers by credit Revenue Receipts.

For this purpose the Barrack/Stores Officer will send every quarter to the AO/AAO Garrison Engineer's office for adjustment, a transfer voucher supported by a statement showing the total cost of water debitible as above for each of the months in the quarter.

The water charges collected by the Board, after deducting collection and audit charges, will be paid into the treasury to the credit of the 'officer' referred to above. The amount will be adjusted by AO/AAO Garrison Engineer's office by credit to Major Head 0076, Minor Head 104, Sub-head-B Receipts on Account of water supplied to paying consumers.

In a Cantonment station in which the MES Officer is functioning as the 'Officer' under Section 204 of the Cantonments Act, 2006 and in which the Cantonment Board is receiving under Section 189 (1) of the Act, a bulk supply of Water from MES for all persons in the Cantonment other than 'entitled' consumers. The board shall pay the MES for all water so received at the rate(s) included in the agreement with the M.E.S.

The meter readings for supplies made to isolated "non-entitled" consumers residing outside the Board's bulk supply area, but inside the MES Area, would be added to the Board's Main Bulk supply meter readings and paid for by the Board to the MES as part of bulk supply. Such "Non-entitled consumers" will deal with the Board and pay for their water at the Board's rate.

In cases where barrack areas or individual military buildings occupied by "entitled" consumers are situated within the Board's supply area but outside the MES Area, and it is uneconomical to lay a special MES Main for such buildings or barrack area, the quantity of water supplied to these buildings or barrack areas will be deducted from the Board's main bulk supply meter readings, the Board being billed only for the net quantity. The occupants of such buildings or barrack areas will deal with the Barrack/ Stores Officer and pay him for all water consumed at the MES All India Flat Rate.

The recovery from the Cantonment Board will be watched through the Revenue Ledger and when made shall be credited to Major Head 0076, Minor Head 104, Sub-head-B: recoveries on account of supply of water. The Loss, if any sustained by the M.E.S. on account of difference between MES costed rate(s) of water at the taking over point(s) where a bulk supply is given and the agreement rate(s) shall be debited to Minor Head 800-Misc. Expenditure, Sub-head-C. For this purpose the Barrack/Stores Officer shall prepare monthly a transfer voucher and pass it on to the A.O., Garrison Engineers Office concerned for check and adjustment.

Note 1: For purposes of this paragraph an “entitled” consumer means a person in a Cantonment who is paid from the Defence Services Estimates and is authorised by general or special order of the Government of India to receive a supply of water for domestic purposes from the MES or the PWD on such terms and conditions as may be specified in the order.

Note 2: The procedure for the recovery of water charges from officers governed by AO 10/S/86 is laid down in Army HQrs. QMG's Branch No. 7506/ 98 Q (A), dated 7/8th August 1951. It should be ensured that the provisions thereof are complied with while effecting recoveries of water charges from the entitled paying consumers residing in Cantonment areas.

The forms used for recovery of water charges will be

- (a) Licence Fees, Electricity and Water Bill (I.A.F.W.-2241) (I.A.F.W.-2241-A).
- (b) Return of Recoveries (Water) (IA.F.W-2298). (C) Water bill (I.A.F.W.-2300).

Furniture

The Barrack/Stores Officer will forward in duplicate to the AO/AAO GE concerned, the statement of the furniture hired out to officers etc., in the Form prescribed in Appendix `E' to the 'Memorandum on Procedure, Organisation and duties of the Barrack/ Stores Branch of the MES' indicating the Capital Cost of articles of furniture, issued on rent as shown in the Station Distribution Furniture Ledger (IAFW1814). The AO/AAO GE will verify promptly that the hiring of furniture is authorised and within the sanctioned scale and that the rates and arithmetical calculations of columns 4 and 6 of Furniture Statement are correct.

After carrying out the above check, the AO/AAO GE will forward positively within a week of receipt, a copy of the above statement to the A.A.O. BSO who will enter the amount of the assessed licence fee in the Revenue Ledger for recovery from the Officers / individuals concerned.

Similarly, Barrack Service representative at outstations will submit in duplicate a statement of furniture issued on hire together with the list of vouchers to the AO/AAO G.E. for check and onward transmission of one copy to the AAO/BSO.

Note: With reference to Para 33 of the Memorandum on Procedure, organisation and duties of the Barrack Stores Branch of the MES as amended by Govt. of India, Min. of Def., Corrigendum No. 29469/2A/5482 ASO I (Work), dated 15-11-58, the Barrack Stores Officer will furnish furniture Hire Statement as under:

- (i) Immediately after issuing the furniture.
- (ii) Subsequent changes by 10th of each month showing changes during the preceding month

CHAPTER-III

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 11th 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 AO 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 BSOs 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 5th of every month to show changes in occupation within unit lines, single officers' 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 20th of April to show the position as on 1st 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;
- (v) That the information whether quarters are furnished or unfurnished is given.

Before forwarding the occupation /vacation return to **AAOBSO**, the **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 10th 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 **AO 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 23rd of the month to which they pertain.

Pensioners & Private parties: Bills sent in advance so that amount is paid on or before 5th of the month to which the Bills pertain.

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

(a) **Indian Army Officers:** Will be prepared on automated AAO BSO module (Project 'Bhawan') so as to generate pay audit office wise automated licence fee bills. These automated bills will then be uploaded monthly on the website of PCDA (O), Pune by the AAOs BSO monthly on the dates circulated from time to time by the CGDA/PCDA (O) Pune. One printed copy of the bills generated through the system will be handed over to the BSO and one copy kept as office copy by the AAO BSO besides keeping a back up of the monthly data separately.

(Auth: O/o CGDA letter number MECH/EDP/AAOBSO dated 20.10.2011 and 23.03.2012)

(b) **IAF Officers:** Will be prepared in five copies on IAFW-2241. Original and duplicate copies will be sent to OC, Air Force Central Accounts Office, Near Subroto Park, New Delhi-10, who after actioning the original in the IRLA will forward the duplicate copy to the Unit of the officer along with the statement of entitlement IAFW (F) 1517. Triplicate copy will be sent to Dy. CDA (AF) Subroto Park, New Delhi-10. Quadruplicate copy will be returned back to BSO. Fifth copy will be retained as office copy.

Note: As an exception to the procedure laid down in clause (b) the first rent bill after occupation (whether on posting or change) by an IAF officer will be prepared in quadruplicate and the quadruplicate copy will be sent to the Dy. C.D.A. (A.F.), New Delhi

(c) **I.N. Officers:** Will be prepared in four copies, two copies will be sent to Supply Officer in charge, I.N. Pay Office, Bombay. One copy will be sent to PCDA (Navy), Mumbai and fourth copy will be retained as office copy.

(d) **Civilians in Government Service:** Will be prepared in quadruplicate on IAFW-2241 except those mentioned at item (ii) below in whose case the licence fee bills will be prepared in triplicate:

(i) **Paid from Defence Services Estimates and attached to Air Force Units:** Two copies will be sent to the OC IAF C.A.O., New Delhi. One copy will be

sent to the Local Air Force Commander of the unit concerned and one copy will be retained as office copy.

- (ii) **Paid from Defence Services Estimates and attached to Unit and formations (excluding Air Force):** One copy will be sent to the Unit/Formation concerned. One copy will be sent to the PCDA/CDA concerned and one copy will be retained as office copy.

Note: In the case of Defence Accounts Department personnel, one copy of licence fee bills will be sent to the Paying Principal Controller/Controller and one copy to the Auditing Controller. The receipt of licence fee bills will also be acknowledged by the Auditing Controllers and watched by A.A.O.

- (iii) **Paid from Civil Estimates:** Two copies will be sent to the Civil Accounts Officer concerned. One copy will be sent to the formation concerned and one copy will be retained as office copy.
- (e) **For building occupied by other departments, as offices etc.:** Will be prepared in quadruplicate on IAFW-2241. Three copies will be sent to the Head of the Office concerned and one copy will be retained as office copy.
- (f) **All other cases:** Will be prepared triplicate on IAFW-2241. Two copies will be sent to the Allotting Authority and one copy will be retained as 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 1/3rd 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.
4. Licence fee bills will be forwarded so as to reach the authorities concerned not later than the 23rd of the month to which they pertain. In the case of private individuals licence fee is recoverable in advance and therefore, licence fee bills will be prepared well in advance so that they may be asked to pay the bills on or before 5th of the month to which rent bills pertain.
5. When quarters are to be vacated before the last day of month owing to the departure of the occupant on transfer, leave or retirement, the Officer

Commanding the Station, Unit or Head of the Department or any other authority responsible for the allotment of quarters will intimate the probable date of vacation to the Barrack/Stores Officer. The B.S.O., will intimate the impending change to the A.A.O. who will prepare and issue a rent bill to the appropriate authorities, so that in the case of Military Officers the amount may be debited to the I.R.L.A. of the Officer concerned immediately and the recovery may be effected in other cases before the occupant's departure. Any balance remaining to be recovered will be intimated by A.A.O. to the Accounts Officers to whose audit area the individual is transferred.

6. After scrutiny of Occupation Returns and Returns of Recoveries etc., licence fee bills will be prepared by the A.A.O. B.S.O. 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 by each pay section of PCDA/CDA's Office,/PAO (ORs)/ I.N Pay Office/A.F. Central Accounts Office, etc., as the case may be. Thereafter a simple forwarding memo (I.A.F.Z.2014) (hereinafter called Top List) in triplicate (quadruplicate in the case of Navy Officers and A.F. Civilians whose Accounts are maintained on I.R.L.A. system) entering therein the serial number of the licence fee bills, total amount recoverable (i.e. licence fee percentage plus amount on account of water, electricity etc.) on each bill will be prepared. The total number of licence fee bills forwarded will be entered in figures as well as in words in the top list.
7. The original and duplicate copies (triplicate in the case of Air Force and Navy) of the top lists along with the licence fee bills will be forwarded to the PCDA/CDA and other Officers concerned by registered post in two or three convenient batches before the 23rd of the month.
8. In respect of I.A.F. Officers four copies of the top sheets will be prepared. Two copies each of licence fee bills and the top sheets will go to A.F.C.A.O. and one copy of the top sheet alone to D.C.D.A. (A.F.) New Delhi who will pair it with the copy of the top sheet received from A.F.C.A.O.
9. The A.A.O. will watch the prompt receipt of acknowledgement of licence fee bills (the return of one copy of the top list duly endorsed). On receipt of such acknowledgements, he will complete the Revenue Ledgers. If any undue delay in receipt of acknowledgements is noticed, the A.A.O. B.S.O will render a report to the PCDA/CDA for necessary investigation and administrative action.
10. In the case of private individuals who pay licence fee etc. in cash the outstanding list of licence fee bills will be submitted to the B.S.O. for necessary action. A copy of this list will also be submitted to the PCDA/C.D.A.

11. Licence Fee bills will be prepared for the current month, and be recovered in arrears by the 1st of the following month, except in the case of pensioners and private persons from whom rents are to be recovered monthly in advance. It will also be seen that in the case of private persons, additional three month licence fee which will be treated as deposit has been recovered as required by AHQ letter No. 64443/MP/M/Q3 (Coord) Dt. 6-12-67.
12. The bills for licence fee & allied charges in respect of Defence Services Officers (other than Army) for married accommodation will be issued on the prescribed computerized forms IAFW-2241A, IAFW-2241B and IAFW-2241C by the AAO BSO.
13. Form IAFW-2241A will be used for initial occupation/standard licence fee & allied charges. Form IAFW-2241B will be used for recovery of water & electricity charges and form IAFW-2241C for refund bills. Form IAFW-2241A will be filled by BSO at the time of initial occupation based on handing/taking over documents signed by authorized representative and other records available with him. Format "B" will be filled quarterly by AAO BSO as per return of recoveries rendered on quarterly basis by BSO on 31st March, 30th June, 30th September and 31st December of the year. Format "C" will be used for refund bills.
14. Four copies of the bills for each officer in respect of Naval officers and five copies for each Air Force Officer will be received by AAO BSO from BSO. The same will be distributed on completion of the columns to be filled by AAO BSO as laid down in Para 199 and acknowledgement watched. The additional copies will be returned to BSO.
15. An officer allotted accommodation will be responsible for payment of licence fee of accommodation whether, he occupies it or not unless the allotment is formerly cancelled by the Station Commander.
16. Licence fee will be charged from the date of occupation to the date of vacation of the quarters barring the exceptions enumerated in preceding paragraphs.
17. No licence fee will be recorded for the date of occupation if the quarters are occupied in the afternoon and for the date of vacation if the quarters are vacated in the forenoon.
18. When Government buildings or parts thereof are let to Private individuals etc., A.A.O. should see that their insurance where necessary is effected as required by paragraph 637 Regulations for the M.E.S. (1968 Edn.).
19. Amounts recovered on account of licence fee bills will be credited as revenue receipts except that any recoveries made from a Department of the Central

Government. The same will be treated as reduction of expenditure under the maintenance minor head concerned or sub-head D (a) licence fee for hired building (Major Head-2076, Minor Head-111 Works) in the case of building hired on a non-repairing leases if such recoveries are effected before the accounts of the year are closed. The A.O. Garrison Engineer's Office will ensure that the adjustment is carried out correctly.

20. In cases where recoveries on account of licence fee, etc., are made through the Civil Accounts Officers, debits will be raised duly supported by the accepted copies of the rent bills.

Note: In the case of Posts and Telegraph Department debits on account of licence fee etc., for Military buildings occupied by that Department, when such charges are borne by the Department, estimates shall be raised in arrears in the accounts for March (Preliminary) every year.

21. After the issue of licence fee bill, the AAO Barrack Stores Officer will forward the occupation Returns to the AO GE with his necessary remarks on points, which he has settled locally on his own appreciation, and those on which he desires directions from the AO GE/PCDA/CDA. The occupation returns and lists of vacant buildings prepared by the Barrack Stores Officer will be revised critically by the AO GE with a view to ensuring that the Government accommodation has been utilized to the best advantage of the State and that no wasteful expenditure is incurred in retaining hired and requisitioned buildings, when vacant Government buildings could with advantage be utilized for the purpose. Where an AO GE is satisfied that there is "prima facie" a case of irregular allotment and/or extra expenditure to the State the matter should be taken up by him locally at the highest level accessible to him on the spot. When, however, this method does not yield the desired result, the cases should be brought to the notice of the PCDA/CDA for further action with higher administrative authorities.

22. Monthly lists showing all accommodation including hired/leased lying vacant in the Station will be prepared and submitted to the Station Commander by the Barrack/Stores Officer for his information and necessary action. A copy of this list will also be furnished to AAO BSO.

Note: List of vacant buildings for which chowkidars have been employed and paid for is required to be furnished to AAO BSO by PCDA/CDA as laid in item 1 (xii) of Annexure 'B' to Chapter V of OM Part-II Vol. I. This will be checked by the AAO BSO, with the list received by him from the BSO and the occupation/vacation returns. Any discrepancy will be pointed out of all concerned.

GENERAL POINTS REGARDING REFUNDS OF LICENCE FEE:

1. In the case of remissions or refunds, the A.A.O. will trace the original demand or realization and make a note against the original entry in the accounts so as to avoid a double or erroneous claim. Any acknowledgement previously granted by the MES authorities will be, taken back if possible and destroyed and a note of repayment is made on the counterfoil of the original receipt. After the above process has been completed, A.A.O. will prepare the refund licence fee bill, which shall bear separate consecutive serial numbers prefixed by a distinctive mark "Refund". The Office copies of the refund licence fee bill will be kept in a separate file and audited by the RAO at the time of his periodical visit to the formation. The A.A.O, Barrack/Stores Officer will be held personally responsible for any refund erroneously or inaccurately authorised by him. All doubtful cases of refund should be referred by him to the PCDA/CDA through the AO GE concerned.
2. Normally, refund bills shall be forwarded to the Pay Accounts Authorities concerned as in the case of licence fee bills requiring recovery action. Where, however, each refund is involved, refund licence fee bills will be issued by the A.A.O. Barrack/Stores Officer to the parties concerned. On receipt of the claim duly supported by the refund bill; it will be transmitted to the A.O., Garrison Engineer's Office for "check" linking with the original cash recovery and payments out of the assignment held by the Garrison Engineer. A List of all such payments made will be sent to the A.A.O., Barrack/Stores Officer monthly for completion of Revenue Ledger.

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)

**REVISED FLAT RATES OF LICENCE FEE APPLICABLE FOR CENTRAL GOVT.
RESIDENTIAL ACCOMMODATION THROUGHOUT THE COUNTRY FOR
SERVICE OFFICERS & DEFENCE CIVILIANS w.e.f. 01.07.2013
(Auth: GoI MoD letter number 1(1)2014-D (Q&C) dated 23rd April 2014)**

S. No.	Type of Accn	Range of Living Area (in Sq mts)	Revised flat rates of licence fee to be charged per month (in Rs)	Remarks
1.	I	Up to 30	50/-	Quarters sharing toilet facilities meant for more than 2 quarters
2.	I	-do-	60/-	Quarters sharing toilet facilities meant for 2 quarters
3.	I	-do-	115/-	Old Quarters with plinth area less than 300 sqft
4.	I	-do-	135/-	Old Quarters with plinth area less than 300 sqft or more
5.	II	More than 26.5 and up to 40	245/-	-
6.	II	41 to 50	310/-	-
7.	III	More than 34.5 and up to 55	370/-	-
8.	III	56 to 65	450/-	-
9.	IV	59 to 75	500/-	-
10.	IV	76 to 91.5	625/-	-
11.	V (also called D-II)	Up to 106	875/-	-
12.	V (also called D-I)	Beyond 106	1065/-	-
13.	VI (also called C-II)	Up to 159.5	1305/-	-
14.	VI (also called C-I)	Beyond 159.5	1565/-	-
15.	VII (also called E-II)	189.5 to 224.5	1835/-	-
16.	VII (also called E-III)	243 to 350	2630/-	-
17.	VII (also called E-III)	350.5 to 522	3875/-	-

The rates of Substandard/Unclassified Accommodation of corresponding plinth area shall be charged at 75% of the normal rates of licence fee charged for standard/classified accommodation from service personnel.

HOSTEL ACCOMMODATION

S. No.	Category of Suite	Living Area (in Sq mts)	Revised flat rates of licence fee to be charged per month (in Rs)
1.	Single Room	21.5 to 30	335/-
2.	Single room	30.5 to 39.5	475/-
3.	Double Room	47.5 to 60	650/-

For servant quarters and garages allotted independent of the regular accommodation/ hostel, the following rates may be recovered

S. No.	Particulars	Revised rates per month (in Rs)
1.	Servant Quarters	60/-
2.	Garages	35/-

LICENCE FEE CHARGEABLE FROM SERVICE OFFICERS FOR STANDARD AND CLASSIFIED DEFENCE POOL ACCOMMODATION CONSTRUCTED/ HIRED BY MINISTRY OF DEFENCE AND ACCOMMODATION CONSTRUCTED BY MINISTRY OF URBAN DEVELOPMENT AND INCLUDED IN DEFENCE POOL
w.e.f. 01.07.2013

(Auth: GoI MoD letter number 1(1)2014-D (Q&C) dated 23rd April 2014)

S. No.	Type of Accn	Range of Living Area (in Sq mts)	Revised flat rates of licence fee to be charged from Service Officers per month (in Rs)	Remarks
1.	I	Up to 30	25/-	Quarters sharing toilet facilities meant for more than 2 quarters
2.	I	-do-	30/-	Quarters sharing toilet facilities meant for 2 quarters
3.	I	-do-	57.50	Old Quarters with plinth area less than 300 sqft
4.	I	-do-	67.50	Old Quarters with plinth area less than 300 sqft or more
5.	II	More than 26.5 and up to 40	122.50	-

S. No.	Type of Accn	Range of Living Area (in Sq mts)	Revised flat rates of licence fee to be charged from Service Officers per month (in Rs)	Remarks
6.	II	41 to 50	155/-	-
7.	III	More than 34.5 and up to 55	185/-	-
8.	III	56 to 65	225/-	-
9.	IV	59 to 75	250/-	-
10.	IV	76 to 91.5	312.50	-
11.	V (also called D-II)	Up to 106	437.50	-
12.	V (also called D-I)	Beyond 106	532.50	-
13.	VI (also called C-II)	Up to 159.5	652.50	-
14.	VI (also called C-I)	Beyond 159.5	782.50	-
15.	VII (also called E-II)	189.5 to 224.5	917.50	-
16.	VII (also called E-III)	243 to 350	1315/-	-
17.	VII (also called E-III)	350.5 to 522	1937.50	-

These rates have been calculated on the basis of 50% of the Standard licence fee.

The rates of Substandard/Unclassified Accommodation of corresponding plinth area shall be charged at 75% of the normal rates of licence fee charged for standard/classified accommodation from service personnel.

For servant quarters and garages allotted independent of the regular accommodation/hostel, the following rates may be recovered

S. No.	Particulars	Revised rates per month (in Rs)
1.	Servant Quarters	60/-
2.	Garages	35/-

RATES OF FURNITURE CHARGES CHARGEABLE FROM SERVICE OFFICERS FOR STANDARD AND CLASSIFIED DEFENCE POOL ACCOMMODATION w.e.f.

01.07.2013

(Auth: GoI MoD letter number 1(1)2014-D (Q&C) dated 23rd April 2014)

S. No.	Type of Accn	Range of Living Area (in Sq mts)	Revised flat rates of licence fee to be charged from Service Officers per month (in Rs)	* Rates of Furniture Charges to be charged from Service Officers (in Rs)
1.	IV	59 to 75	250/-	125/-
2.	IV	76 to 91.5	312.50	156.25
3.	V (also called	Up to 106	437.50	218.75

	D-II)			
4.	V (also called D-I)	Beyond 106	532.50	266.25
5.	VI (also called C-II)	Up to 159.5	652.50	326.25
6.	VI (also called C-I)	Beyond 159.5	782.50	391.25
7.	VII (also called E-II)	189.5 to 224.5	917.50	458.75
8.	VII (also called E-III)	243 to 350	1315/-	657.50
9.	VII (also called E-III)	350.5 to 522	1937.50	968.75

* Furniture charges are recovered @ 50% of the rental liability (licence fee) of the officer at the maximum.

LICENCE FEE AND RATES OF FURNITURE HIRE CHARGES TO BE CHARGED FROM SERVICE OFFICERS IN OCCUPATION OF HOSTEL ACCOMMODATION
w.e.f. 01.07.2013

(Auth: GoI MoD letter number 1(1)2014-D (Q&C) dated 23rd April 2014)

S. No.	Category of Suite	Living Area (in Sq mts)	Standard rates of licence fee per month (in Rs)	Rates of licence fee and furniture charges to be charged from service officers for Hostel Accommodation (in Rs)	
				LF @ 50% of the standard licence fee as per col. 4	Rates of furniture @ 50% of the LF as per col. 5
(1)	(2)	(3)	(4)	(5)	(6)
1.	Single Room	21.5 to 30	335/-	167.50	83.75
2.	Single room	30.5 to 39.5	475/-	237.50	118.75
3.	Double Room	47.5 to 60	650/-	325/-	162.50

Note:

1. For servant quarters and garages allotted independent of the regular accommodation/ hostel, the following rates may be recovered

S. No.	Particulars	Revised rates per month (in Rs)
1.	Servant Quarters	60/-
2.	Garages	35/-

2. Flat rates of standard licence fee to be charged from service officers as per column 4 & 5 above. For any other accommodation not falling in the range of living area as mentioned in column 3 above, shall be fixed in terms of Para 3 & 7 of MoD Letter no. 1(1)/87-D (Q&C) dated 13.01.1988 by convening Station BOO.

LF BILLS IN RESPECT OF CIVILIANS

TYPE OF ACCOMMODATION FOR CIVILIANS PAID FROM DEFENCE SERVICES ESTIMATES

Type of Accommodation	Entitlement with reference to Grade Pay as on 01.01.2006 or thereafter (in Rs per month)
I	1800 or less
II	1900-2800
III	4200-4800
IV	5400-6600
IV (Spl)	6600
V-A (D-II)	7600 & 8000
V-B (D-I)	8700-8900
VI-A (C-II)	10000
VI-B (C-I)	Basic Pay 67000 to 74999
VII	Basic Pay 75000 to 79999
VIII	Basic Pay 80000 and above

HOSTEL ACCOMMODATION

S. No.	Category of Suite	Living Area (in Sq mts)	Entitlement with reference to Grade Pay as on 01.01.2006 or thereafter (in Rs per month)
1.	Single Room	21.5 to 30	Grade Pay 4200 & above
2.	Single room	30.5 to 39.5	
3.	Double Room	47.5 to 60	Grade Pay 5400 & above

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.

(Auth: GOI MOD letter No. 58720/Q3 (B7/3353-Q/O (Qts) dated 15/10/80)

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

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 for 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 5th of each month with a copy to the AAOSBO. The receipt of this must be watched and action taken thereon must be watched to finality.

Some of the case studies indicating the importance of taking action on vacant buildings are enumerated below:

1. 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 is required to be regularized under the Govt. orders as the same are treated as cash loss vide para 607 of RMES.
2. Non-Utilization of buildings has been adversely commented upon by audit authorities from time to time. In spite of these objections, 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.
3. 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.
4. 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.

VISITORS BOOK OF MES INSPECTION BUNGALOW

The AAO will check the Visitors' Books maintained in MES Inspection Bungalow and will ensure that the amounts realized are in accordance with the rates of licence fee prescribed by the CWE and that these amounts have been credited to Government and brought to account under the revenue sub-head concerned. It will also be ensured that the instruction contained in "Rules for the occupation MES Inspection Houses" (as amended) issued by the E-in-C are complied with. This will be checked by the AAO to the extent of 100%.

GUEST ROOMS

Guest Rooms attached to Officers' Mess will be under the control of PMC Officers Mess to which they are attached for the purpose and Allied Charges from the

Occupants. Furnishing of items such as curtains, mattresses, carpets and other items are not authorised to the Guest Rooms out of Govt. Fund. The recovery charges towards such furnishings when provided out of Mess funds will be fixed by Station Commanders and shall be credited to Mess Account. The recovery of L.F. from the occupants shall be made at the rates assessed/ fixed by the permanent station Board of Officers convened for the purpose.

The recovery on account of consumption of Electricity and water shall be made at All India Flat rates in addition to L.F where separate meters exist. Confessional rates of Electricity and water shall be applicable only to service officers on duty. Where no separate meters exist, consumption is to be assessed by PMC in consultation with MES authorities.

The basic charges of Licence Fee will be collected from the occupant by Secretary Officers Mess and the amount deposited in Govt Treasury through T.R. A register as per the format being used for MES Inspection Bungalows will be maintained for recording occupancy of Guest Rooms, which is auditable, by LAO.

(Auth: GoI MoD letter No. B/68628/ Q3(B-i) / 2450/D (Q&C) dated 27 May 1988 as amended vide Corrigendum No. B/68628/ Q3 (B-i) / 2667 / D (Q&C) dated 11 June 1991)

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 PCsDA/CsDA 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 PCsDA/CsDA 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 PCDA/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 PCDA/CDA.

CHAPTER-IV 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, the 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 NO. 9(4)/97 D(Works) DATED 7/12/98

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

S. No.	Category	Rates
A	Service personnel 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.
B	Civilians (other than Defence Civilians) Domestic Consumers	-do-
C	Private Consumers like contractors and other installations / workshops, commercial consumers, Cantonment and bulk consumers	To be charged at all in cost rate of the preceding 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 NO. 9(2)/2002 D(Works) DATED 1/10/2003

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

S. No.	Category	Rates
(a)	For Service personnel and Defence civilians residing in cantonment/ Military Area	To be charged at the prevailing rates of the recovery by local/State Jal Boards/ Water Supplying Agencies (rates at which general public living in the adjoining colonies is being charged by local/State Jal Boards/ Water Supplying Agencies)
(b)	Civilians (other than Defence civilians) (Domestic Users)	-do-
(c)	Defence Service Officers	Half of the rates given above. However, they will be charged at the above rates, if they are charged damage rate of rent.
(d)	Private consumers like contractors and other installations, workshops, commercial consumers, Cantonment Boards and other bulk consumers.	To be charged at the all in cost rate of the preceding year.

SIMPLIFICATION AND RATIONALIZATION OF RECOVERY OF ELECTRICITY CHARGES FROM SERVICE OFFICERS AND PBORs STATNDADIRZATION 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 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)

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, 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 unmetered 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.

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.

The MES authorities should have the discretion 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):

For Single Accommodation: 4500 Liters per month per head

For Married Accommodation: 18000 Liters 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:

It is the duty of the DAD to bring to the notice of the appropriate engineer authorities that recovery of electricity and water charges at flat rates due to non-functioning of meters is just 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 the entire water/electric meter repaired on priority and fix new meters where repairs are not possible.

CHAPTER-V

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) Dated 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 1/12th 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 whichever 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:-

- (i) Canteen
- (ii) Restaurant
- (iii) Recreation room
- (iv) Information room
- (v) Grocery and liquor bar
- (vi) Manager's shops
- (vii) Kitchen
- (viii) 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 diary 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)

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)

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 superseding 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 fixed Directorate of Estates, Ministry of Urban development from time to time will be applicable. 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 PCDA/ CDA through RAO/LAO/AO GE.

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 superannuation 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

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 1/12th of this amount is monthly standard licence fee to be recovered

SPECIAL PROVISIONS:

1. **SCHOOL OPENED IN 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 33 of Quarters & Rents, 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:-

- (a) That the building and the site on which it stands shall be used for a specified purpose.
- (b) 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.
- (c) 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.
- (d) That no structural alterations shall be made in the building except as provided for in Regulations for MES.
- (e) 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.
- (f) 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.)

1. 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.
2. 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 PCDA/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).
3. 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**)

4. 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).
5. 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.
6. 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. QMG Branch of Army HQRs has reiterated vide their letter No. B/59548/Q3(B-1) dated 25/11/96 addressed to all commands 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.**
7. As reiterated in E-In-C Branch letter No. 96546/B2/WPC/2697 DATED 19/12/75, **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

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

1. Prior approval of MOD is to be obtained for construction of new commercial complex in Defence land.
2. 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.
3. 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.
4. 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.**

1. The Rules shall be called "The Ministry of Defence Commercial Shopping complexes Management Rules, 2002".
2. **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.**
3. The shopping complexes have to be 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.
4. 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.,
5. 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.
6. 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.
7. 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).
8. 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.
9. 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.
10. The allottee will be required to execute an agreement with the DEO at his/her own cost.

11. 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 AO GE concerned.
12. 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.
13. The electricity and water charges shall be payable by the allottees concerned directly.

SALIENT FEATURES 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 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 required 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 PCDA/CDA concerned through every quarter. The audit fee as determined by PCDA/CDA concerned will be payable by appropriate Military Authority.

CHAPTER-VI
SELECTED ORDERS GOVERNING RE-IMBURSEMENT OF
RENT TO SEVICE 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 reimbursement of rent for the accommodation privately hired by the Service Officers.

- (a) The initial claim of the Officer for re-imbursement 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 PCDA(O) through the AAOSBO 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 PCDA(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 PCDA(O). (Note: As per CGDA letter No. 9/15/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 PCDA(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 PCDA(O)

OTHER RELATED ORDERS

1. 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).**
2. 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).**

3. **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 Principal Controllers/ Controllers 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 PCDA (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.
4. 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 10 days 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)**
5. 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)-E(ii) (B)/69 DATED 22/5/69)**
6. 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 reimbursement is claimed. **(GOI MOD CORR NO. 82302/Q3(b)/782- S/D(Q&C) dated 31/12/63).**
7. 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).**

CHAPTER-VII

MISCELLANEOUS ORDERS RELATING TO AAOsBSO

1. **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 PCDA, so as to reach him not later than the 15th of the second month following the quarter to which the statement relates.. It will be the responsibility of PCDA 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.

2. **PERIOD OF RETENTION OF RECORDS (APPENDIX "A" TO UA MANUAL):**

S. No.	Description of Records	Retention Period
1.	Occupation Returns	5 Years
2.	Bills-LF, Water & Electricity	1 Year after charges have been recovered
3.	Revenue Ledger	5 Years
4.	Return of Recoveries	2 Years

3. **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 be held responsible for any refund erroneously or in accurately authorized by him. All doubtful cases of refund should be referred by him to the PCDA through the RAO concerned.

CHAPTER-VIII

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.

S. No.	Cause	Retention 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
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
5.	Retention after retirement (those not availing Leave Pending retirement)	Upto 3 months in normal cases	Para 76 of SAO 10/S/86

S. No.	Cause	Retention Period	Authority
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 resignation or dismissal	Not allowed ; Date of effect of vacation must be: date of acceptance of resignation /date of dismissal.	Para 82 of SAO 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

CHAPTER-IX
SCALES APPROVED FOR DEMAND FOR ESTABLISHMENT IN
AAOs BSO OFFICES

S. No.	Description of Work	Scales Approved (Items per person per day)
1.	Maintenance of Revenue Ledgers i. Entries in Occupation Return ii. Names in Rent Bills	120 120
2.	Maintenance of Register of Rent Bills	90
3.	Preparation of Rents Bills i. Entries in RR ii. Names in Rent Bills	90 60
4.	Correspondence	25
5.	Disposal of Local Audit and Test Audit Objections and Inspection Reports	25
6.	Audit of Meter Reader's Book and Consumer's Ledger	150
7.	Statement of Items under objection	45
8.	Watching and posting of acknowledgements	100

- The above scales are for 6 1/2 hours day. To convert the same for 7 hours day deduct 1/14th.
- Add 1/6th for miscellaneous work.