

PARADIP PORT TRUST

GUIDELINES ON ALLOTMENT OF PORT TRUST QUARTERS

1. The following guidelines shall be applicable to all except
 - (a) Officers and employees of PPT.
 - (b) Workers engaged through contractors.
 - (c) Officers & employees retained for port work.
 - (d) Workers & staff working under Management Committee.
 - (e) Officers & employees under deputation from State/Centre to the Port related core & non-core activities.

However, the General Terms and Conditions mentioned at Clause-IV shall be applicable to the categories except category (a) i.e. Officers and employees of PPT

2. The priority will be given in the allotment of quarters to the firms/organizations which are involved in carrying out the core functions of the Port.
3. The allotment of quarters will be made subject to availability and it is not mandatory on the part of the Port to provide to all.
4. The categories listed as Annexure-I will be considered as firms/organizations carrying out the core activity. The firms involved directly in handling and vessels will be considered as direct users and the firms which are supporting the core activity indirectly will be considered as indirect users. The preference will be given to the direct user.
5. The categories listed as Annexure-II will be considered as firms/organizations carrying out the non-core activity.

I. List of firms/organizations identified as carrying out core activity

1. Unions / Federations.

- a) Only Unions/Federations/Associations which are recognized by Paradip Port Trust and directly involved with the welfare of Port regular employees are only eligible for allotment of quarters. No outside unions shall be considered for allotment of quarters.

- b) The unions should be registered under Trade Union Act, 1926 and they should submit the copy of the receipt of the annual return in Form-E obtained from Registrar of Trade Union and Labour Commissioner to Port Trust at the time of renewal of quarters.
- c) Only those unions who have obtained 5% and above of the total votes in the last election will be eligible for allotment of Port quarters.
- d) The eligible unions shall be provided with 03 quarters (all Type-B) at the discretion of Management, 02 quarters will be on PPT employee rate and 01 quarters on commercial rate. Any union misusing the quarters by way of subletting or other than the purpose for which it is allotted, their allotment will be cancelled and debar all the quarters for 10 years.
- e) The unions which are allotted the land for constructing their office will be eligible for one 'B' Type quarters.
- f) The above relevant guidelines to unions will come into force only after the announcement of the result of secret ballot election.
- g) Only the federations having Headquarters at Paradip shall be eligible for allotment of 03 Nos. of project period 'C' Type asbestos quarters. First two quarters will be on Port employee's rate and 3rd one is on market rate. Simple affiliation with certain National level Federation without Headquarters shall not be considered for allotment of quarters.

SC & ST Association

- a) The registered SC/ST Association which have received grants / special casual leave for participating SC/ST Conference with the approval of Administration of Paradip Port Trust shall be considered for allotment of quarters. They will be provided only one Type-C quarters.

2. Port Users

- 1. Importers/Exporters
- 2. Steamer Agents
- 3. Stevedores
- 4. Custom brokers (erstwhile Custom House Agents)
- 5. Container Agents
- 6. PPP Operators
- 7. Port O & M contractors
- 8. Licensed equipment operators
- 9. Samplers
- 10. Surveyors
- 11. Ship chandlers
- 12. Hawkers

While allotting quarters to the Port Users, the following norms shall be followed.

- a) The port users covered under various licenses issued by the Port shall be allotted quarters for the license period with the specific recommendation of the HoDs.
- b) The license holders shall be eligible to get quarters for their employees those are all on their permanent roll/contract on production of the necessary proof viz., ESI, EPF, etc. However, the number of quarters & type will also be considered based on the assured volume of business.

Regarding the number of quarters are concerned, the minimum numbers of quarters are recommended to the various categories of Port Users as follows.

- i) Importers/Exporters - 02
- ii) Steamer Agents - 04
- iii) Stevedores - 07
- iv) Custom brokers (erstwhile Custom House Agents) - 02
- v) Surveyors - 02
- vi) Ship chandlers - 01
- vii) Hawkers - 01
- viii) Container Agents - 01
- ix) PPP Operators - As per the requirement decided by Administration.
- x) Port O & M contractors - As per the requirement decided by Administration.
- xi) Licensed equipment operators - As per the requirement decided by Administration.
- xii) Samplers - 01

Any other category as deemed fit will be brought under the Port user category, if required.

- c) PPP Operators are entitled to get quarters of Paradip Port with the recommendation of concerned Departments. Department Head(s) must forward the application with proper justification in terms of number and type of quarters to be allotted subject to availability.
- d) The above Port users should apply for allotment of Port Trust quarters through the Departmental Heads under which they are working/ reporting.
- e) No quarters will be allotted to the suppliers/ sub-contractors/ transporters of the Port Users individually. Such request for allotment of quarters will be

considered in the name of the principal employer who is solely responsible to ensure adherence of guidelines.

- f) The allotted quarters shall be used by the respective Port User only. Any lapses to the above will entail cancellation of the same.
- g) While recommending, the credentials of the firm have to be properly scrutinized by the recommending Authority.
- h) The copies of credentials are to be supplied along-with application forms.
- i) The Firm in favour of which quarter (s) is/are allotted shall submit a utilization certificate at the time of renewal. HoDs should again assess the requirement of Port Users to renew the quarter(s) based on the performance during previous tenure of license.
- j) In case of termination of license, closure of contract/business, blacklisting, conditions of absconding etc., the same shall be informed to Estate Wing immediately and the S.D. and other deposits, if any, shall not be released until NOC is issued by the Estate Wing in favour of the users who have availed Port Trust quarters.

II. List of firms / organizations identified as carrying out non core activity

1. State Govt. / Central Govt. Departments.

- a) Only the permanent employee of the State Govt. / Central Govt., who are not allotted with departmental quarters, will only be eligible for allotment of Port Trust quarters. The quarters so allotted shall not be given to any temporary contractual employees / contractors engaged by the Departments.
- b) Only those Government Departments functioning at Paradip shall be eligible for allotment of quarters. No quarters shall be allotted to the employee working outside the Port limits

- c) The quarters shall be allotted in the name of the Head of Office who is responsible for payment of rent and vacation of quarters on transfer/ dismissal/ retirement of the employees.
- d) The agreement shall be executed by the Head of the Office only. The authorization / power of attorney given to any employee by the Head of Office for execution of the agreement with the Port will not be accepted.
- e) On allotment of the quarter, Head of Office must ensure that a communication in this connection is to be forwarded to the controlling office of the department.
- f) Head of Office must ensure that allotment of quarter shall be utilized by their own employees, failing which, the allotted quarters will be cancelled without any notice and penalty will be imposed and the same will be paid to PPT by the Head of Office only.

2. Schools / Colleges / Educational Institutions.

- a) Quarters shall be allotted to the staffs of Educational institutions who are working with Government recognized Institutions/Various Boards such as, Paradip College, CBSE, ICSE, State Board and UGC etc, and Port supported Institutions, within Port limits.
- b) Allotment of quarters for running of Commercial educational Institutions such as Computer Centres, Distance Education Centres, Play Schools, Crèche and Public Schools, ITI, Commercial Training Centres etc., will not be considered. They can opt from the Trade Centre of PPT as per rules.
- c) The applicant for allotment of quarters shall be the Head of the Institution and the quarters shall be allotted in the name of Head of the Institution only.
- d) The agreement shall be executed by the Head of Institution only. In case of Government recognized Schools, the application for allotment of quarters shall be forwarded with recommendation of District Education Officer.
- e) It is the responsibility of the Head of Institution to inform their Head of Office regarding allotment of quarters.

- f) It is the responsibility of the Head of Institution to pay monthly/ yearly rentals for the allotted quarters and for vacation and handing over the quarters to Paradip Port Trust on transfer / dismissal / retirement of the employees, failing which penalty will be imposed as per rule on the institutions.

3. Contractors working in various Departments.

- a) Only high value contractors / contracts for availing independent Engineer services/ consultants, and contracts which require continuous and indispensable availability of manpower at Paradip etc. shall be considered for allotment of quarters. The materials supply contractors/ dealers of various departments shall not be eligible for allotment of quarters.
- b) Duration of contract shall not be less than one year to become eligible for availing the quarter facilities. However, the same shall not be applicable in case of independent Engineer/ Consultant etc. where the contract period is generally less than one year.
- c) Depending upon the nature and type of contract, the specific requirement in terms of number and type of quarters to be worked out by the Departments in advance before entering into the Agreement and issue of work order. Departments will be informed after this guideline is approved by competent authority.
- d) Specific provisions are to be incorporated in the Contract agreement to provide quarters in terms of numbers and types of quarters, failing which, no recommendation will be entertained for allotment of quarters thereafter.
- e) No Sub-contractors shall be eligible for allotment of quarters.
- f) The application of the Contractor should be forwarded with due recommendation of the concerned Head of the Department along-with the numbers and types of quarters required to be allotted.
- g) The contractor is bound to surrender the quarters allotted by Port Trust within one month of completion of the contract work. The concerned HoDs of respective Departments will be responsible for surrender of quarter(s).

- h) In case of any dispute during the execution of work, and delays / stoppage of the work, the department shall ensure that the Contractor should surrender the quarter immediately, without retaining the allotted quarter on the plea of any kind of litigation(s)/ dispute(s).
- i) In case of termination of license, closure of contract/business, blacklisting, conditions of absconding etc., the same shall be informed to Estate Wing immediately and the S.D. and other deposits, if any, so available with Traffic Department shall not be released until NOC is issued by the Estate Wing in favour of the user who has availed Port Trust quarters.
- j) In case if the Contractors retained the quarter after completion of the contract, the payment bills of the contractor shall have to be withheld and action for blacklisting the contractor to be initiated by the concerned Departments.
- k) The quarter allotted in relation to a particular work shall not be given to a fresh work. Against the fresh work, if any, the Contractor shall have to apply afresh for allotment of quarters, after surrendering the quarters allotted earlier in his/her favour.
- l) Quarter allotment shall be valid for the period of work order issued. Any extension of time of work order shall be intimated in advance to Estate Wing so as to take the approval in time, failing which, penalty will be imposed, as deemed fit, treating the extended period as unauthorized.

4. Legal Consultants.

- a) Only the empanelled Legal Consultants of Paradip Port Trust working in Kujang Court are eligible for allotment of quarters.
- b) Only those Legal Consultants who have handled minimum 3 nos. of cases in the past 3 (three) years / the current year shall be eligible for allotment of quarters.
- c) The request of allotment of quarters by the Legal Consultant shall be forwarded with due recommendation by the Secretary, PPT. The recommendation shall be based on the above lines.

5. Banks / Tax Consultants/ Auditors.

- a) Only those financial institutions/Banks who are involved in the business of the Port shall be eligible for allotment of quarters.
- b) Only those Tax Consultants who are working for the Port by means of Contracts shall be eligible for allotment of quarters subject to condition that there must be specific provisions in terms of number and type of quarters to be provided to them in the contract Agreement. Their periodicity will be coterminous.
- c) Their request for allotment of Port Trust quarters shall be forwarded by FA&CAO, PPT with due recommendation with specification on the number of quarters and type of quarters to be allotted.
- d) In case of Tax Consultant, Professionals Firms engaged for outsourcing jobs, the allotment period will be confined to the contract period only.
- e) The quarters will be allotted in favour of FA&CAO for accommodation of Tax Consultants and Auditors and FA&CAO is responsible for collection of rents and vacation of quarters on completion of contract period.

6. Muck Cleaning Workers

As decided earlier, the quarters to the Muck Cleaning Workers in favour of C.M.E., PPT shall continue..

7. Railway Maintenance Workers

The quarters to the Railway Maintenance Workers will be allotted on due recommendation of the concerned Authority.

8. Co-op. Societies:

- a) No cooperative societies except PPTTECCS, Paradip Port Dock Workers Credit Cooperative Society and Dock Workers Canteen Co-op. Society are eligible for allotment of quarters.
- b) Maximum of 2 "A" type quarters shall be provided to these societies for accommodation of their employees.
- c) Quarters will be allotted in the name of the President of the respective society. He shall be responsible for collection of rent and vacation of quarters etc.

9. Management Trainees:

Bachelor quarters shall be allotted on sharing basis subject to availability

III. OTHERS

1. Press Print and Electronic Media and News Agencies.

- a) Only daily News Papers shall be eligible for allotment of quarters subject to fulfilling the criteria mentioned hereunder.
- b) Weekly, Fortnightly, Monthly, magazines are eligible for allotment of quarters subject to the condition that their circulation shall not be less than 10,000 on each issue.
- c) Similarly popular Electronics media i.e., news channels only are eligible for allotment of quarters.
- d) The application from the authorized signatory of the Press / Media only shall be considered. No applications from the local reporters/employees will be considered.
- e) Daily news papers should have Registration Number and the minimum circulation should not be less than 25,000 per day in Odisha. The firm has to produce Authenticated Certificate pertaining to the daily Circulation from Regulatory Body i.e. RNI as evidence while applying for allotment of quarters.
- f) The application shall accompany documents related to Port news covered by the paper over the past six months, failing which, the application will not be considered.
- g) The request made by Press/Media for allotment of Port Trust quarters shall be scrutinized by Public Relations Officer, (PRO), PPT on the above lines and forward the same through Secretary PPT with specific recommendation regarding type of quarters to be allotted.
- h) Maximum of only one quarter i.e., Bachelor or "A" type or "B" type quarter will be allotted against each eligible media subject to availability.

- i) The Port Trust quarters will be allotted in the name of the News Paper and possession shall also be handed over only to the authorized signatory of News Paper after executing an agreement.
- j) The Agreement for allotment of quarter should be signed by the authorized signatory/applicant. The authorized signatory shall produce an affidavit on this behalf from the Agency indicating that he/she is authorized signatory of the particular firm to execute agreement especially with Paradip Port Trust.
- k) The payment of rental charges of the allotted quarters is the responsibility of the media against which the quarter(s) is/are allotted.
- l) In case of closure of Agency at Paradip, it is the responsibility of the press to surrender the quarter to Paradip Port Trust, failing which, quarter will be evicted and penalty will be imposed for unauthorized occupation till the vacant quarter is obtained by PPT and the penalty and arrears so accumulated shall be recoverable as per the provisions of Public Premises (Eviction of Unauthorised Occupants) Act, 1971 as land arrears.
- m) PPT expects wide coverage of Port related activities by the allottees.

2. Non-Government Organisations / Social Welfare Organisations

- a) These types of organizations shall have valid Registration No. under Societies Act / Trust Act.
- b) They must be working within the Paradip Port area. They must have grant from Central / State Govt. for specific work/ scheme in Paradip.
- c) However, these facilities cannot be extended in case of Clubs/other cultural/recreational organizations operating in Paradip.
- d) Quarter to the NGO/SWOS will be examined based on the certification of the Collector & District Magistrate, Jagatsinghpur or from State Govt.

Officials not below the rank of Secretary of concerned department of Govt. of Odisha on the status of the Project work.

- e) They must produce a copy of the byelaws and evidence of the welfare activities undertaken by them for the past three years within Paradip along with the application.
- f) The request for allotment of quarters shall be recommended by the Secretary, Paradip Port Trust after thorough scrutiny of the documents submitted by the firms in tune with the above lines.
- g) The annual audited copies, Article of Association and Registration Certificates and other credentials must be accompanied with the request application for allotment of quarters.
- h) A maximum of one quarter i.e., Bachelor or “A” type or “B” type quarter will be allotted against each eligible organization subject to availability.

3. Users of Trade centres and Paradip Bhawan:

- a. The firms / organizations / institutions etc., who have taken units in the premises of Paradip Bhawan and Trade center through tender, are also eligible for allotment of Port Trust quarters. Each big unit in new Trade Centres may be given 2 “A” type quarters and a small unit may be given 1 “A” type quarter on commercial rent basis. In case of Paradip Bhawan, 3 “A” type quarters may be considered for allotment against each unit. Such facility has been extended in order to encourage the occupation in these buildings which is lying vacant for the past three years.

IV. General Terms & Conditions

- a. Only those quarters not opted by the Port employees shall be provided to the above mentioned categories.
- b. The quarters will be allotted for a period of one year / license period subject to renewal from time to time by a Standing Committee and ratification of Chairman, PPT.
- c. The allotment of quarter as well as renewal of quarters will be done by a standing committee consisting of Dy Chairman, Secretary, DC, CME, CE and TM. Sr. Asst. Estate Manager will act as a Convener.

- d. The allotment shall be governed by the Paradip Port Trust Immovable Properties (Lands and Houses) Leasing and Licensing Regulations, 1975 and the present guidelines / rules and regulations issued by Paradip Port Trust as well as Ministry of Shipping from time to time.
- e. As the Port Trust quarters are being allotted / renewed in the name of the Head of the Institution(s) of various Departments / Organizations, the Head of the Institution(s) is solely responsible for recovery of rent / penal rent, violation of the allotment conditions etc., by the occupants belonging to their respective organizations.
- f. In case of death of the employee belonging to Government Departments/ organisations the permissible period to retain of the quarter on normal rent basis will be for a period of **six months** after which commercial rent with interest will be imposed and action will be taken for vacation of quarters and the same shall be recovered by the Head of the Institutions of the respective organizations.
- g. In case of retirement / resignation / transfer of the allottee to their other offices outside the Port area, he / she shall have to vacate the said quarter within a period of **two months** after which commercial rent will be charged with interest. The concerned authority of the occupant will intimate the date of retirement / resignation / transfer of the staff / officials to the Estate Wing, PPT immediately for reference and record. In case the occupant does not vacate the quarter within the permissible period, the concerned authority shall be solely responsible for payment of commercial rent with interest. The process of eviction as per rules shall be taken up additionally.
- h. In case of transfer of the occupant from one school to another within the Port area, the Head of Department shall have to apply afresh within one month with the recommendation of the head of the institution where the occupant has joined or transfer along with a recommendation letter from the Head of the previous organization from where the occupant has been transferred for allotment / regularization of said quarter failing which commercial rent will be charged with interest and the same shall be payable by the previous

organization. The process of eviction as per rules, regulations and the guidelines will be followed additionally.

- i. In case of subletting of quarters to outsiders, coming to the notice of the Port Trust, the allotment of said quarter will be cancelled and penal rent as applicable will be charged for entire period of occupation and the allotment of the quarter will be cancelled. Penal rent shall be recovered and deposited with Paradip Port Trust by the concerned head of the office against whom the quarter(s) is/are allotted. Failure to do so, the total no. of quarters allotted in favour of the institutions will be cancelled and eviction will be carried out as per rule for such violation.
- j. In case of distribution of allotted quarters to the unit head of the organisation as visualised above, the head of the organisation must ensure that quarters are to be allotted as per eligibility. No higher type of quarters shall be provided to the lower category of employees.
- k. Renewal applications for renewal of quarters shall be recommended in two months in advance or before 15th of January every year, failing which, on completion of allotment period, the allotted quarters shall be treated as unauthorized and Port Authority have the liberty to levy fines as deemed fit towards such unauthorized occupation till the vacation of quarters is obtained.
- l. Any other categories which are not specifically covered above are deemed to be not eligible for allotment of quarters.
- m. Paradip Port Trust has reserve the rights to reject any application (s) without assigning any reason thereof.

- n. PPT has the discretion to give preference among eligible organisations/ firms based on their business with Port, for allotment of quarters subject to availability of vacancy.
- o. All the proposals for allotment of quarter should be routed through the Secretary; PPT for the approval of Standing Committee, PPT and no direct proposal will be submitted by any department to Standing Committee for approval in this regard.
- p. The contractors who are in possession of camp sheds shall not be eligible for further allotment of quarters.
- q. The Chairman, Paradip Port Trust reserves the rights to amend any of these provisions of the above guidelines as and when required and in also allotment of quarters.

V. Penal Rent:

The following rents are prescribed.

Penal Rent for violation of the above guidelines.

- a) For first 3 months after notice: 2 times of Commercial rent.
- b) Beyond 3 months to 6 months: 03 times of commercial rent.
- c) Beyond 6 months: 5 times of commercial rent.
- d) Electric Tariff / Water supply also to be revised as per the above guidelines by the Chief Engineer and Chief Mechanical Engineer.

(N. Vaiyapuri)
Dy. Chairman, PPT &
Chairman of Sub-Committee

(U.R.M. Raju)
Secretary, PPT &
Member of Sub-Committee

(P.K. Samantaray)
Trustee, PPT &
Member of Sub-Committee

(S.K. Dalai)
Trustee, PPT &
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(A. Pattanaik)
Trustee, PPT &
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(P.K. Mishra)
Trustee, PPT &
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