



स्टील अथॉरिटी ऑफ इण्डिया लिमिटेड
STEEL AUTHORITY OF INDIA LIMITED
बोकारो इस्पात संयंत्र
BOKARO STEEL PLANT

PERSONNEL DEPARTMENT
RULES SECTION

No.BSL/PERS/Rules/347/2013- 1613

Date: 14/08/2013

CIRCULAR (14/13)

Sub: Quarter Retention facility for EFBS beneficiaries

In supersession to earlier Circular No. BSL/PERS/RR/260/2006-07/379/(24)-2295 dated 10-10-2006, it has been decided that, henceforth, the beneficiaries of Employees Family Benefit Scheme (EFBS), on fulfillment of the terms and conditions annexed as Appendix-1, shall be allowed to retain the Company's quarter till the notional date of superannuation or date of withdrawal from the scheme, whichever is earlier, while simultaneously availing the EFBS facility .


This change in the scheme shall be applicable to such EFBS beneficiaries who are under authorized occupation of the Company's quarter.

However, this facility of quarter retention will not be applicable to:

- (i) Such EFBS beneficiaries who have already vacated the company quarter after the retention period, and
- (ii) Such EFBS beneficiaries who are still occupying the company quarter after the retention period.

The Operating Procedures and the relevant proformas for application of retention of the quarter under the new scheme shall be issued separately.

This issues with the approval of the Competent Authority.


[J.T. Kongari] 14.8.13
AGM[Pers-Rules]

Distribution:

1. All Divisional Heads / HoDs
2. All outstation offices / All offices of Personnel Department.
3. DGM(Pers),CEO's Sectt
4. Intranet @ bokarosteel.com

Appendix -1

TERMS & CONDITIONS FOR RETENTION OF QUARTER IN EFBS CASES

[REF.CIRCULAR NO.- BSL/PERS/Rules/347/2013-1613 DATED 14-08-2013]

1. The retention of company quarters shall be allowed to the EFBS beneficiary under following conditions:
 - a. The EFBS beneficiary must be the ex- employee (in permanent medical unfit cases) or nominee i.e, spouse / son / unmarried daughter / father / mother (in death cases).
 - b. The ex-employee/ nominee should have been duly allotted and in occupation of the company quarter at the time of separation.
 - c. The ex-employee / nominee should opt for this facility before final settlement.
 - d. The retention facility shall only be for the existing quarter in occupation. The facility cannot be availed after vacation of company's quarter allotted to the ex-employee.
 - e. No change of quarter shall be permissible after separation.
 - f. If the ex-employee was not in possession of any duly allotted company quarter at the time of separation, the present facility cannot be availed by the ex-employee / beneficiary.
 - g. In death cases, if the beneficiary is already in possession of any BSL quarter in his / her own name, he / she cannot opt for this facility.
2. The actual amount of deposit for EFBS must not be less than 50% of the notional amount of CPF and Gratuity.
3. The maximum period of quarter retention will be till notional date of superannuation or the date of withdrawal from the scheme whichever is earlier.
4. In case of premature withdrawal of EFBS membership, beneficiary shall give three months prior notice to the Company. The monthly benefits for these three months shall be withheld and released along with the maturity benefits, after adjustment of dues, if any.
5. On maturity of the scheme, the processing for refund of deposit will be initiated only after quarter vacation report and No Demand Certificate (NDC) from Town Services Department has been received in Final Settlement Cell (FSC) and Pay Section .



6. The rent for the quarter, electricity charges, water charges etc. as applicable from time to time, shall be levied at Private Party rates, from the date of commencement of EFBS benefit. This amount shall be payable in advance on financial year basis by the EFBS beneficiary. Actual adjustment shall, however, be carried out at the end of each financial year.
7. The EFBS monthly benefit will commence in each financial year with the issue of No Objection Certificate (NOC) by Town Administration Department after the EFBS beneficiary deposits the rent, electricity, water charges etc. in advance at the beginning of the financial year.
8. Rent and other charges for retention of quarter from the date of separation till the date of commencement of EFBS benefit (i.e. date of deposit of CPF/ Gratuity) subject to a maximum period of 4 months in case of death / 2 months in permanent medical unfit cases will be levied in accordance with the provisions laid down in Office Order No 1732/AO dated 20.07.2006 or revision made thereon from time to time.
9. If prior permission is not taken for retention of quarter, rent and other charges shall be payable at penal rates after the date of completion of, 4 months in case of death / 2 months in permanent medical unfit cases, after separation till the date of commencement of EFBS benefit.
10. The deemed NDC will be issued by Town Administration Department for release of final payment. After the completion of all formalities by individuals, EFBS order will be issued by Final Settlement Cell.
11. After issue of EFBS order, TA department will issue retention order against the said quarter along with Deposit Certificate which will indicate all payments due to Estate on account of quarter rent and other charges covering the period of service of the ex-employee, period between the date of separation and the date of commencement of EFBS benefit and advance rent with other charges for retention of quarter till the financial year end.
12. The NOC for release of monthly payment shall be issued by TA deptt after production of cash receipt of the deposit of due amount.
13. The quarter so retained can be used only for own residential purpose by the allottee and not for any commercial activity or sub-letting. No addition, alteration or modification in the existing property is permissible. In case of violation it will be dealt as per existing rules and procedures.



14. After the expiry of the retention period if the quarter is not vacated immediately, from the said date onwards, penal rent will be recovered at applicable rates prevailing at the time of expiry of the retention period of maturity of EFBS.
15. The penal rent amount so calculated will be recovered fully from the monthly payment of last 06 months which shall be withheld and released on maturity of the scheme, after adjustment of dues, if any.
16. Ex employee / nominee opting for EFBS house retention facility shall produce surety from a serving BSL employee with at least two years service more than the period of retention; who will give guarantee for adherence to these terms and conditions by the EFBS beneficiary and recovery of penal rent at applicable rates from his salary in case of violation by the EFBS beneficiary.
17. In case of separation of the employee who acts as surety from the service of BSL on any account during the period of surety the beneficiary shall have to arrange for transfer of surety to another serving employee who shall bear the entire liability of the original surety within three months failing which the EFBS monthly payment will be withheld and the quarter shall be deemed to be on unauthorized occupation attracting penal rent and other charges.
18. Only serving employees who have no instances of unauthorized absenteeism in the past three years shall be eligible to stand for surety and there must be no case of any disciplinary action past or present against him for mis-utilization / mis-appropriation of company's property including any sort of advance. This is to be certified by Shop Personnel Executive.
19. Final Settlement TA bill will be submitted by the beneficiary within one month of the maturity / withdrawal / vacation of allotted quarter, whichever is earlier. TA Bill submitted beyond the time frame shall not be entertained.