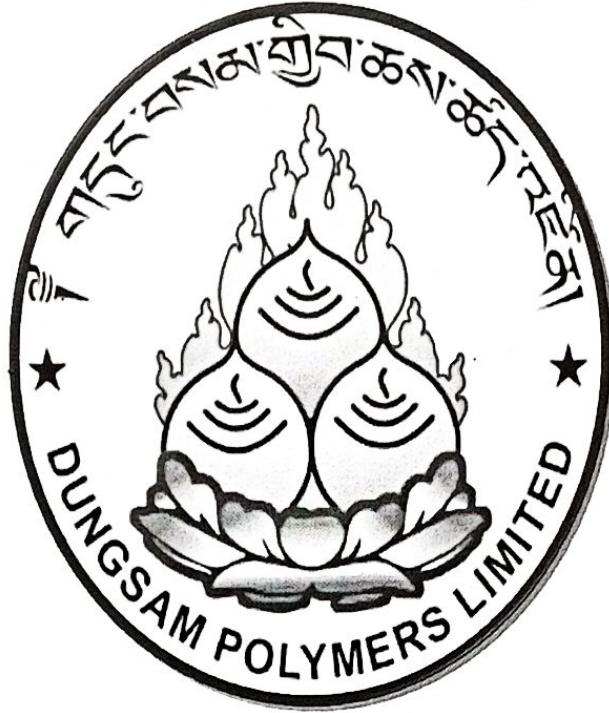


# **DUNGSAM POLYMERS LIMITED**

Nganglam, Pemagatshel



**HOUSING ALLOTMENT RULES**

**JULY 2023**

## HOUSING ALLOTMENT RULES

1. RATIONALE	2
2. TITLE AND SCOPE	2
3. AUTHORITY AND INTERPRETATION AND AMENDMENT	2
4. CLASSIFICATION OF QUARTERS	2
5. PROCEDURE FOR APPLICATION	3
6. ALLOTMENT CRITERIA	3
6.1 Eligibility	3
6.2 One Allotment Per Household	3
7. CONDITIONS OF ALLOTMENT	3
7.1 Allotment Order	3
7.2 Tenancy Agreement	4
7.3 Rental And Other Fees	4
7.4 Measurement Of Rental Areas And Use Of Common Space	4
7.5 Conversion or Use Of Units	4
7.6 Allotment Criteria Upon Promotion	4
7.7 Absentees Of Allotees	5
7.8 Succeeding Transfer Of Quarters	5
7.9 Subletting Of DPL Quarters	5
7.10 Maintaining Cleanliness an Waste Disposal	5
8. VACATION OF QUARTER	5
8.1 Vacation / takeover of quarters	5
8.2 Legal Provision	<i>Error! Bookmark not defined.</i>
8.3 Repossession of quarters	6
8.4 Handing/ Taking Over of Quarter	6
9. DPL HOUSING COMMITTEE	6
9.1 Housing Committee Member	7

## 1. RATIONALE

DPL has limited quarters and many employees continue to stay outside the campus paying much higher rental charges. The objective of this Housing Allotment Rules is to carry out allotment of quarters through most transparent and fair manner.

## 2. TITLE AND SCOPE

- 2.1 The Title of this rule is "DPL Housing Allotment Rules".  
2.2 These Rules will cover the existing quarters as well the new quarters constructed by DPL for all the regular employees of the Company.  
2.3 The Allotment Rules shall be with effect from 1<sup>st</sup> July 2023.

## 3. AUTHORITY AND INTERPRETATION AND AMENDMENT

The power to interpret and amend the Rules shall rest with the DPL Management.

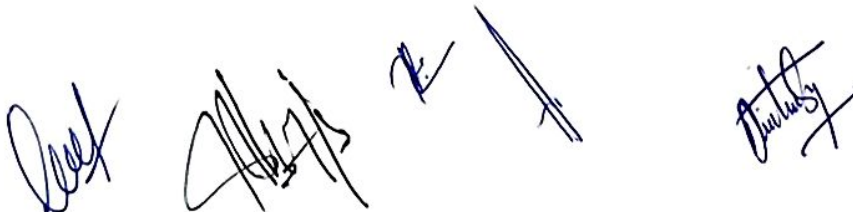
## 4. CLASSIFICATION OF QUARTERS

4.1 The allotment criteria for the type of quarter is as in the table below:

Classification	Eligibility	Specification	Floor Area (Sq.ft) (*2.01)
'C' TYPE	Executive Level	1LR, 2BR, 1SR 1K, 2T	955.70
'D' TYPE	Grade M4 & Above	1LR, 2BR, 1SR 1K, 2T	646.00
'F' TYPE	Grade S1 & Below	1LR, 1BR, 1K, 1T	441.00

(LR-Living Room, BR- Bed Room, SR-Store Room K-Kitchen, T-Toilet)

4.2 The classification of the quarters shall be used only for the purpose of determining the entitlement of the applicant. However, the rental fixation shall be on actual carpet area basis.



## 5. PROCEDURE FOR APPLICATION

Whenever there is vacant quarter, the management shall make an announcement through an office order. Eligible employees as per Clause 6.1 can submit its intended for occupation of the quarter to the Housing In-charge.

The Housing In-charge (HRA) shall then process for allotment of quarter as per the Allotment Criteria below.

## 6. ALLOTMENT CRITERIA

### 6.1 Eligibility

- Initially, employees who are staying in combined shall be given the first preferences through lucky dip method.
- Followed by, employees residing outside and temporary shelters within or outside campus on EID basis. (Number of years served in the company) .
- Allotment shall be done based on lucky-dip basis for the applicants who have competed same number of years services.
- In certain exclusive cases, the Management can also choose to make direct allotment based on the applicant's nature of job responsibilities despite of Grades.

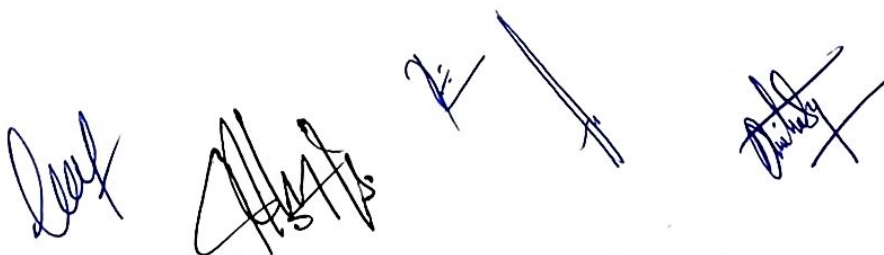
### 6.2 One Allotment per Household

- There shall be only one allotment per household.
- Applicant or spouse availing other public/corporate quarters shall not be eligible. Allottee/spouse allotted with more than one quarter shall immediately surrender the additional quarter.
- This requirement shall also include those individuals allotted with separate quarters but who at a later date have formed a combined household through marriage, adoption, etc.

## 7. CONDITIONS OF ALLOTMENT

### 7.1 Allotment Order

The successful applicant for DPL quarter shall be issued with an allotment order.

Four handwritten signatures in blue ink are visible at the bottom of the page. From left to right: a signature that appears to be 'Dinesh', a signature that appears to be 'S. S. S.', a signature that appears to be 'R.', and a signature that appears to be 'Dinesh'.

### 7.2 Tenancy Agreement

The applicant shall sign the tenancy agreement prior to the issue of allotment order. No individual shall enter or use the units and its facility without the completion of the agreement formalities.

### 7.3 Rental and Other Fees

The quarter shall be allotted on chargeable basis as decided by the management. The rental charges shall be effective as per the date mentioned in the allotment order. The payment for the use of electricity shall be born by the tenant as measured from the meter provided for each unit. The charges for rental and electricity shall be deducted from his/her monthly salary.

A periodic revision/re-fixation of rental charges may be determined and levied as decided by the DPL Management.

### 7.4 Measurement Of Rental Areas And Use Of Common Space

- For the purpose of rental calculation, all usable areas within the unit shall be included.
- No tenant shall store materials, erect fence or property boundaries etc., over common areas both within and outside the units for their specific uses. DPL shall have the right to remove, caution and penalize those tenants resorting to such practices.

### 7.5 Conversion or Use Of Units

- Erection of temporary structure in and around the colony by the tenants is strictly prohibited.
- The tenant shall not alter/extend/convert the use of allotted unit other than the purpose leased for. Unauthorized alteration/conversion of the use of such unit shall lead to immediate cancellation/withdrawal of the facility and render the applicant ineligible for DPL quarter in future.
- Unauthorized use of electricity or water supply in any manner shall be treated as a serious offence.
- Tempering of electrical installation, plumbing and sanitary fitting shall not be allowed. Any modifications required shall be carried out only upon approval of the management.

### 7.6 Allotment Criteria upon Promotion

In the case of current tenants who are promoted beyond the grade level permissible for the allotment of the unit occupied by him/her, the tenants shall have the choice to retain the unit or apply for units commensurate with his grade. However, no special provision shall be given for up-gradation of quarter unless otherwise the unit is readily available.



7.7 Absentees Of Allotees

Allotees on study leave shall be permitted to retain the quarters for the leave period as officially approved by DPL on condition that lump-sum rent is deposited personally or through legal representative.

Tenant availing EOL for more than 12 months shall surrender their quarter to DPL.

7.8 Succeeding Transfer Of Quarters

The transfer of quarter shall be permitted only between the spouses provided the spouse fulfills the allotment criteria at the time of transfer/resignation/termination.

7.9 Subletting Of DPL Quarters

The tenant shall reside in the unit allotted to him/her. He/she shall not be permitted to sublet or hire the allotted unit to a third party including his/her relatives. The tenant not residing in the allottee unit shall be considered as having sublet or hired his/her allotted quarter. The process shall lead to immediate cancellation of the allotment order, eviction from the facility and render the applicant ineligible for DPL housing allotment in future.

7.10 Maintaining Cleanliness and Waste Disposal

Cleanliness of the surrounding shall be the responsibility of the tenants. The tenants shall segregate the waste into biodegradable and non- biodegradable. Biodegradable waste shall be dumped into the identified pit and the non-biodegradable waste shall be disposed to the dumping truck facilitated by the Dungkhag.

Rearing of livestock shall not be allowed for health and hygiene reasons.

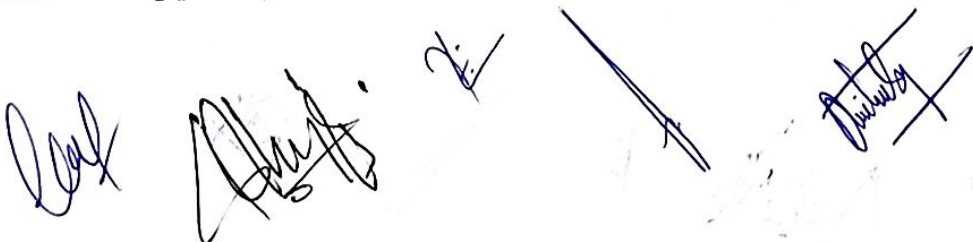
**8. VACATION OF QUARTER**

8.1 Vacation / takeover of quarters

A total of Thirty (30) days period shall be granted to a tenant or his/her immediate dependents to vacate the quarter upon transfer, retirement, resignation, demise, termination etc. The Thirty (30) days would be effective from the date of relieving order.

8.2 Legal Provision

In addition to the provisions stated above, DPL shall have the right to implement the following penalty:



1. Penalty for non-surrender of quarter as per clause (8.1): A fine equivalent to 3 months rent (in additional to the usual rent) shall be levied per month and intervention of court shall be sought for immediate eviction.

Penalty for unlawful occupation: Above penalty shall be levied from the date of occupation until takeover and intervention of Royal Police shall be sought for immediate eviction.

### 8.3 Repossession of quarters

The DPL shall have unilateral right to repossess the housing units from the tenant's inter-alia, not limited to the following conditions:

- i. Units not surrendered by a tenant upon his/her transfer to other duty stations.
- ii. Genuine requirement of the allotted properties for other developmental purpose.
- iii. Allottees who have acquired the allotment of quarters through submission of false information.
- iv. Allottees causing serious and repeated social disorders/nuisance within the housing colony.
- v. Allottees causing serious damages to the rented properties and other public facilities.
- vi. Unauthorized subletting/conversion of use of quarters
- vii. Non-deposit of rental charges for more than two consecutive months.
- viii. Other serious breach of the provisions of this Rule, lease agreement, Tenancy Act and other related regulations in force.
- ix. Kept vacant for more than one month continuously after the allotment
- x. Using the unit for other than intended purpose.
- xi. Operation of unlawful and illegal activities.

### 8.4 Handing/ Taking Over of Quarter

Proper handing/taking shall be done at the time of vacating the quarter for reason of transfer, resignation, termination and for any other reasons.

- At the time of handing over of the quarter to the tenant, the Housing In-charge and the allottee shall jointly inspect the unit and list all the inventory of fixtures and fittings in place. The signed copies of the inventories shall be form part of the Allotment Agreement.
- On repossession of the quarter, the Housing In-charge shall inspect all the inventory of fittings and fixtures. If there is gross damage in any of the inventory, the tenant shall have to either fix the damaged parts or otherwise the company shall fix/ repair at the tenant's expense.

## 9. DPL Housing Committee

### 9.1 Housing Committee Member



Housing Committee member consist of all the HRC members of DPL as follows:

1. Chief Executive Officer (CEO)- Chairman
2. Manager, HRA- Member Secretary 
3. Manager, FAS- Member
4. Manager, Procurement- Member 
5. Dy.Manager, IT-Member 
6. Production Head- Member
7. Maintenance Head-Member 

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