

House Allotment Norms:

Uniform Norms for Quarter Allotment finalized during 60th WCL Welfare Board Meeting Held on 17/10/2005 at WCL HQ Nagpur.

1. These rules shall be called "HOUSE ALLOTMENT RULES FOR THE STAFF/ WORKERS OF WESTERN COALFIELDS LTD. and shall be applicable for the allotment of houses.
2. These rules supersede all previous rules, orders and instructions and will come into force with effect from the date of issue of circular.
3. The quarters allotted to the employees are not to be sublet or given on hire basis to any other person partly or wholly. In case of violation of this rules, non refundable panel rent shall be charged for the allotted quarters at the prevailing market for six months and after 6 months at double the market rate. The employees shall be liable for action including vacation of Company quarters immediately.
4. The employees shall not do any addition/ alteration to the quarter which will attract cancellation of allotment and this will be teated as an unauthorised occupation.
5. The allottees have to intimate the Competent Authority for the use of loudspeaker or similar device in Company's quarters.
6. Mutual exchange / change of same type of Company's quarters allotted to the employees may be permitted only once with the recommendations of House allotment committee / approval of Competent authority.
7. cows, Buffaloes, Goats and other animals of nuisance value etc. are not permitted to be kept in the quarters or within the colony premises. Such action shall attract cancellation of allotment and also disciplinary action.
8. The Management shall have the right to amend / modify or cancel any or all the above rules with the approval of the WCL Welfare Board / Competent Authority.
9. After allotment of quarter, failure to take possession of the quarter within 30 days of allotment shall result in cancellation of allotment including debarring of the name from the panel for a period of one year except for genuine reasons/ permission of the Competent Authority.
10. Employees owning the house within 8 kms. distance from the duty place, shall not be allotted quarter in the colony, henceforth.
11. If any employees has spouse working in WCL and is allotted Company quarter:
 - a) In case both wife and husband are employed in the Company and are posted in the same unit / Area, only one quarter will be allotted in his / her name.
 - b) In case both wife and husband are the Company employees, the

12. **Determination of Seniority for allotment of quarter:**

Allotment of Company's quarter shall be done as per the panel to be prepared for Excavation / PR/ TR/ MR separately on the basis of points secured by the employees concerned against the application in prescribed form. The points shall be worked out as per under mentioned norms.

Calculation of points:

- a) One point for every Rs.100/- basic. Rs.50/- and above will be treated as one.
 - b) One point for every completed year of continuous service in the unit, Six months and above will be treated as one point.
 - c) One point for every completed service of two years in the grade / category or more than 11/2 years service in the Company.
 - d) The seniority points are to be calculated an employee becomes eligible for higher type of quarter.
 - e) Those employees who came on request transfer, their seniority will be counted from the date of joining the particular Area/ Unit.
13. SC/ST quota will be 10% of the total number of quarters in the Unit / Area.
14. Management quota will be 10% of the total quarters for which priority will be given to essential service employees like Security, Para medical, Water supply, Mining Staff (mining sardar / overman) etc.
15. No quarter will be allotted to the land oustees if he has been given employment in the same Area.
16. Apprenticeship period will not be considered for seniority.
17. Panel will be prepared on 1st Jan every year based on the seniority norms fixed by this circular and approval of the House allotment committee. The same will be circulated to all concerned thereafter.
18. Seniority list shall be prepared for allotment of quarters as per the Norms circulated to the Areas.
19. This circular shall be binding on Management workmen and the unions.
20. If any employee / non employee occupies quarter/ quarters unauthorisedly, Management shall initiate action for vacation of the quarter and also charge panel rent.
21. Management / union shall not support to the employee who is occupying quarters unauthorisedly.

Sd/ GM (Welfare)