

भारत कोकिंग कोल लिमिटेड

**Bharat Coking Coal Limited**

(A Mini Ratna Company)

(A Subsidiary of Coal India Ltd.)

पं.का - कोयला भवन, कोयला नगर, धनबाद - 826005

Regd. Off: Koyla Bhawan, Koyla Nagar, Dhanbad - 826005

CIN: U10101JH1972GOI000918

ईमेल: [cos.bccl@coalindia.in](mailto:cos.bccl@coalindia.in), वेबसाइट: [www.bcclweb.in](http://www.bcclweb.in), दूरभाष: 0326-2230190

**बोर्ड सचिवालय/Board Secretariat**

Dated: 31.01.2024

**Extracts of Minutes of FDs Meeting (5<sup>th</sup> of 2024) held on 23.01.2024.**

10A. **Proposal for modalities to be adopted for allotment of Quarter to employees after submission of application through Online Mode.**

SoP as placed before FDs was deliberated and agreed by FDs and for this purpose, it was advised that procedure should be transparent and easy to follow and with advice that in case of allotment of quarter to an employee who is posted in Area, approval of GM of the concerned area must be obtained and it must be incorporated in the system itself in case of transfer from one Area to another Area or from Area to HQ and vice versa.

(B.K Parui)  
Company Secretary

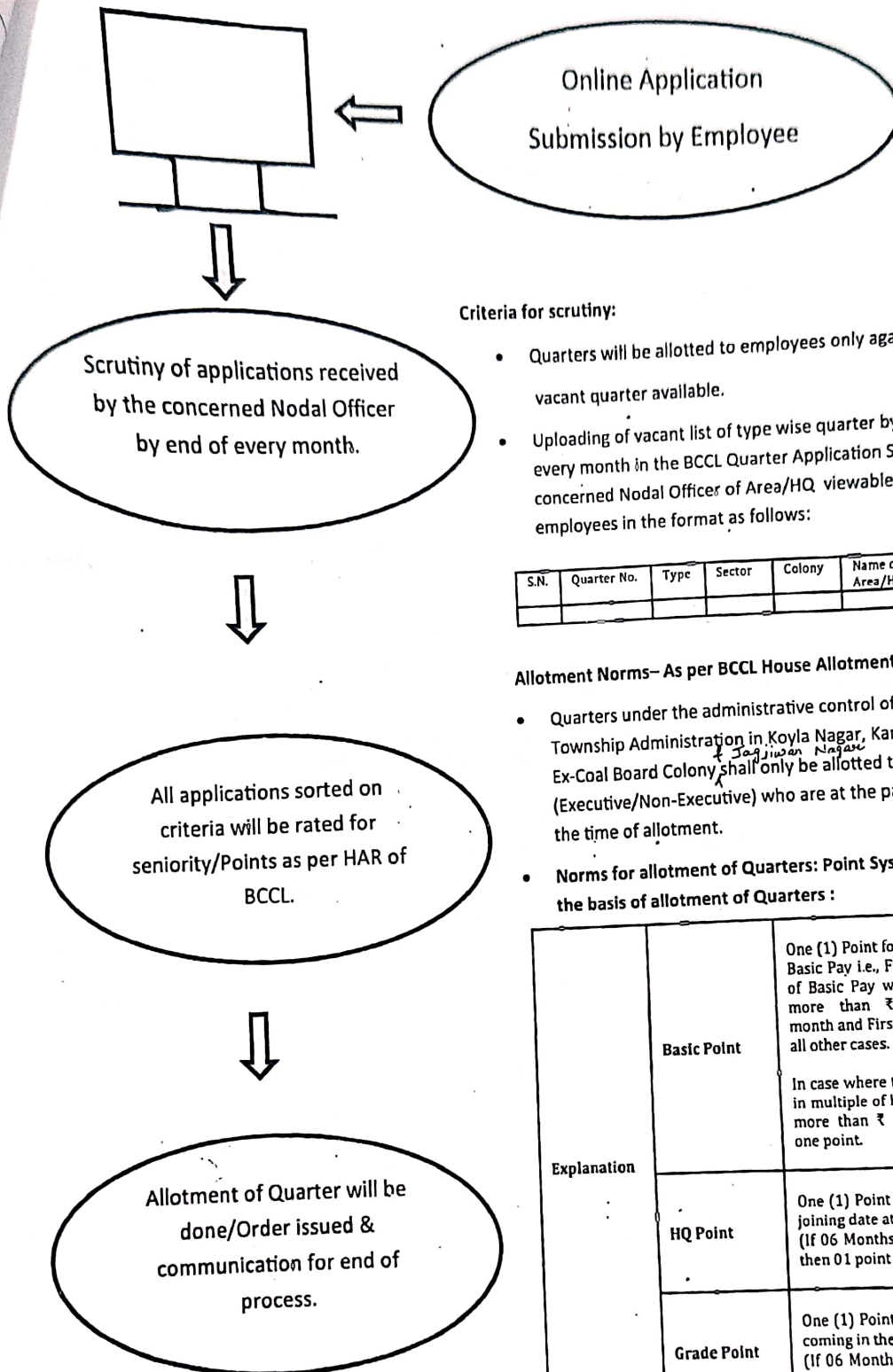
**Dy.GM (Admn.)**

\*An Action Taken Report (ATR) on the above decision should be submitted to this office within 15 days from the date of issue of this extract.

Kindly provide the ATR in the below given format duly signed by the concerned Director. Soft copy of the same may also be sent in the (ms-word format) to the mail id [cos.bccl@coalindia.in](mailto:cos.bccl@coalindia.in).

Date of FD's meeting	Item No.	Subject	FD's decision	Action taken in detail





**Criteria for scrutiny:**

- Quarters will be allotted to employees only against the vacant quarter available.
- Uploading of vacant list of type wise quarter by 5th of every month in the BCCL Quarter Application System by the concerned Nodal Officer of Area/HQ viewable to all employees in the format as follows:

S.N.	Quarter No.	Type	Sector	Colony	Name of Unit/ Area/Hq

**Allotment Norms– As per BCCL House Allotment rule:**

- Quarters under the administrative control of Koyla Nagar Township Administration in Koyla Nagar, Karmik Nagar & Ex-Coal Board Colony <sup>Jagjivan Nagar</sup> shall only be allotted to employees <sup>CHB</sup> (Executive/Non-Executive) who are at the payroll of HQ at the time of allotment.
- **Norms for allotment of Quarters: Point System will be the basis of allotment of Quarters :**

Explanation	Basic Point	One (1) Point for every ₹ 100/- of Basic Pay i.e., First Four (4) Digit of Basic Pay where Basic Pay is more than ₹ 1,00,000/- per month and First (3) Three Digit in all other cases.  In case where the Basic Pay is not in multiple of hundred, the pay of more than ₹ 50/- will be given one point.
	HQ Point	One (1) Point for each Year, since joining date at HQ. (If 06 Months cross in each year, then 01 point will be added)
	Grade Point	One (1) Point for each Year, since coming in the present grade. (If 06 Months cross in each year, then 01 point will be added)

- **Principle of Allotment :** When two or more employee have equal points, the house allotment committee will take decision based on the following: i) Inter-se Seniority      ii) Nature of Job      iii) Place of Posting

### **Change of Residence:**

- No change of residence will be permissible within one year of the allotment of an accommodation except in case of transfer, on deputation, study leave or when an employee become entitled to a higher or lower class of accommodation.
- Once a quarter is allotted to an employee consequent upon receipt of application through online mode and if the concerned does not take possession of the said quarter, the employee will be able to re-apply only after a period of six (6) months.
- Vacant next higher grade quarters (one grade up only) upto B type may be allotted to non-entitled employees temporarily for one year subject to periodical review if the quarter remains vacant even after allotment and no specific application is pending against the said quarter by the entitled employees.
- Deduction of licence fee & Electricity charges will be applicable from the date of actual occupancy of quarter.
- Other norms as specified in the House Allotment Rule shall strictly be followed for uniformity and transparency.