

No. 12035/2/97-Pol.II  
Government of India  
Ministry of Housing & Urban Affairs  
Directorate of Estates

New Delhi, Dated the 17<sup>th</sup> October, 2022

OFFICE MEMORANDUM

**Subject: Review of guidelines for discretionary allotment of general pool residential accommodation in Delhi – Consolidated instructions for 'Key Officials'/'Key Personnel'- regarding.**

The provision of allotment of GPRA for 'Key Officials'/'Key Personnel' as envisaged in OM of even No. dt. 17-11-1997 has been revisited by this Directorate in view of present circumstances. With reference to the existing piecemeal instructions and consequent upon their partial modifications as and where found necessary, the competent authority has been pleased to frame the following consolidated guidelines in respect of discretionary allotment to such 'Key Officials'/'Key Personnel':-

i) The annual quota of residential units (not to be exceeded at any given point of time) will be earmarked for priority allotment as per following:-

Office	Prime Minister's Office	Cabinet Secretariat	Vice President's Secretariat	M/o Parliamentary Affairs
Quota	25 Nos.*	10 Nos.	15 Nos.	2 Nos.**

\* These units shall be in addition to the number of units to be allotted to the personal staff attached to the Prime Minister.

\*\* For persons with responsibilities relating to Legislative Business in Parliament and welfare of Members of Parliament as recommended by the Secretary, M/o Parliamentary Affairs.

ii) All categories of key officials attached with above offices shall be allotted accommodation one type below their entitlement or even lower if requested so. The highest type that can be allotted under the above quota shall be restricted to Type-5B.

iii) As far as definition of 'Key Official'/'Key Personnel' is concerned, it will be decided by the respective office and Joint Secretary (or above) in Administration will certify the same while forwarding the proposal of allotment to the Directorate of Estates.

Contd. to page 2..

T. S. Singh

iv) Any contractual appointee engaged in such offices, if declared as 'Key Official/Personnel', shall also be covered under the above quota. Such Officials will be allowed to retain the accommodation only for one month immediately after conclusion of their term in office on payment of normal License Fee.

  
(Pinaki Banerjee)

Deputy Director of Estates (Policy)

Tel.:23062505

To

1. The Prime Minister Office/Cabinet Secretariat
2. The Vice-President Secretariat, New Delhi
3. All Ministries/Departments of Govt. of India.

Copy to:

1. PS to Hon'ble HUAM/MOS (HUA)
2. PPS to Secretary (HUA)/AS (HUA)
3. PS to DE/DE-II
4. All Sections and Officers in the Dte. of Estates
5. Hindi Section for Hindi version

  
(Pinaki Banerjee)

Deputy Director of Estates (Policy)