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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF WORKS

NOTIFICATION

Dhaka, the 11th November 1982.

No. S.R.O. 381-L/82.—In exercise of the powers conferred by F.R. 45 of the Fundamental Rules, and in supersession of all other rules made in this behalf, the Government is pleased to make the following rules, namely:—

1. **Short title.**—These rules may be called the Bangladesh Allocation Rules, 1982.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context,—

- (a) “accommodation” means residential accommodation owned, hired or requisitioned by the Government and placed in the pools of the Directorate or a Ministry or a Division;
- (b) “authorised officer” means the officer authorised by the Ministry or Division concerned to act as authorised officer for the purposes of these rules;
- (c) “Director” means the Director of the Directorate and includes any other officer authorised by the Government to perform the functions of the Director;
- (d) “Directorate” means the Directorate of Government Accommodation;

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- (e) "family" means the husband, wife, children and step children of a Government servant residing with and wholly dependent upon him or her and includes his or her parents, sisters and minor brothers if residing with, and wholly dependent upon, him;
- (f) "Government servant" means a Government servant eligible for accommodation;
- (g) "emoluments" for the purpose of determining the entitlement of various class of accommodation and recovery of rent, includes pay, technical pay, special pay, deputation pay, non-practising allowance which the Government may decide for counting towards entitlement; and
- (h) "house" includes a structure constructed according to the plan approved by the competent authority authorised by the Government irrespective of number of stories.

3. **Eligibility.**—(1) Subject to the provisions of sub-rules (2) and (3), all Government servants employed in a Ministry, Division and attached Department of the Government shall be eligible for accommodation.

(2) The Government servant employed in the subordinate offices of the Government may be made eligible for accommodation under specific order of the Government.

(3) The Government servant of the following offices shall not be eligible for accommodation from the pools of the Directorate, Ministry or Division:—

- (a) Telegraph and Telephone Board;
- (b) Post Office Department; and
- (c) Such other Departments as may be specified by the Government in this behalf.

4. **Classification and entitlement.**—The classification of accommodation and entitlement of Government servants shall be as follows:—

Class.	Entitlement.
1. 'A' Type	.. Government servants who are entitled to rent free accommodation, that is, who draws pay in the scales of Tk. 250—360 and below of the New National Pay Scales.
2. 'B' Type	.. Government servants drawing pay from Tk. 275 to Tk. 469.
3. 'C' Type	.. Government servants drawing pay from Tk. 470 to Tk. 749.
4. 'D' (Old) Type	.. Government servants drawing pay from Tk. 750 to Tk. 1149.

Class.	Entitlement.
5. 'D' (New) Type ..	Government servants drawing pay from Tk. 1150 to Tk. 1849.
6. 'E' Type ..	Government servants drawing pay from Tk. 1850 to Tk. 2349.
7. 'F' Type ..	Government servants drawing pay from Tk. 2350 to Tk. 2549.
8. Superior Type ..	Government servants drawing pay between Tk. 2550 and above.

5. **Allotment of higher and lower class accommodation.**—(1) A Government servant may be allotted an accommodation of a class higher than the one he is entitled to if there is none on the waiting list of that class and also if he is prepared to pay the minimum rent payable by a Government servant entitled to that class of accommodation.

(2) A Government servant may be allotted an accommodation of one class lower than the one he is entitled to provided he waives in writing his claim for the class of accommodation he is entitled to and also he is willing to pay house rent,—

- (a) in the case of a Government servant falling in any of the National Scales of Pay from I to XIII, at the rate of  $7\frac{1}{2}\%$  of his emoluments and
- (b) in the case of a Government servant falling in any of the National Scales of Pay from XIV to XVIII, at the rate of 5 per cent of his emoluments:

Provided that a Gazetted Government servant shall not be allowed to opt for any accommodation lower than 'D' type accommodation,

6. **Pool of accommodation.**—(1) There shall be a Pool in each Ministry and Division for allotment of accommodation to such of the employees of the respective Ministry, Division and their attached Department, if any, who are entitled to A, B and C type accommodation.

(2) On receipt of quota of accommodation from the Directorate, the Ministries and Divisions shall allot them in accordance with the waiting list of employees for each type maintained by the respective Ministry and Division.

(3) All D (Old), D (New), E, F type flats and Superior type shall be allotted by the Directorate in accordance with the waiting list maintained by the Directorate.

(4) Each Ministry and Division and the Directorate shall maintain a waiting list for such type of accommodation as they are authorised to allot under this rule in the prescribed form and in bound volumes which shall be kept open in all working days for inspection by concerned Government servant.

7. **Preparation of waiting list.**—(1) Upon an application in the Form 'A', which will be acknowledged in Form 'B', the concerning Ministry or Division or, as the case may be, the Directorate, shall prepare separate waiting list for such type of accommodation as they are authorised to allot on the basis of seniority of Government servant determined in the following manner, namely:—

- (a) from the date of joining at the station;
- (b) in case of tie between two or more Government servants due to joining in the same station on the same date, seniority shall be determined on the basis of length of service of the Government servants;
- (c) in case the length of service is also the same, seniority shall be determined on the basis of higher pay on which deduction for house rent is made;
- (d) in case the pay under clause (c) is also the same, seniority shall be determined on the basis of age of the Government servants.

(2) The respective Authority shall allot the accommodation strictly in accordance with the seniority determined under sub-rule (1).

(3) A female Government servant shall take 3 years ante-dated seniority over the male Government servant:

Provided that ante-dated seniority shall not be admissible in case the husband of the female Government servant and, in the case of unmarried female Government servant, the father or guardian of such Government servant, serves with Government or semi-Government or autonomous organisation and is entitled to accommodation or draws house rent allowance and the female Government Servant resides with her husband or, as the case may be, father or guardian.

8. **Reserve accommodation.**—The Government may, by notification issued in this behalf, reserve a number of accommodation at a station for allotment to the holders of specific posts mentioned in the notification.

9. **Temporary accommodation.**—Notwithstanding anything contained in these rules, all temporary accommodation including Rest Houses shall remain in the pool of the Directorate and shall be allotted to the Government servants on the merit of individual cases. In the matter of allotment of temporary accommodation, preference will be given to transferred officers.

10. **Possession of accommodation.**—(1) On receipt of an allotment order, an allottee shall take over possession of the accommodation from the Enquiry Office within whose jurisdiction the accommodation is situated within 10 days of allotment and sign a receipt for all fixtures and fittings.

(2) The enquiry officer shall send the occupation report in duplicate to the Directorate or, as the case may be, Ministry or Division concerned within 3 days of occupation.

11. **Handing over possession of accommodation.**—(1) On vacation, the allottee shall hand over possession of the accommodation to the concerned Enquiry Office and obtain a receipt thereof in duplicate, which will include an inventory of all the fixtures and fittings available in the accommodation. The allottee shall send a copy of the receipt to the Directorate or, as the case may be, the authorised officer concerned for necessary action. The Enquiry Office shall also send a vacation report to the Directorate or to the authorised officer within 3 days of the vacation of accommodation.

(2) The allottee shall be liable to pay the cost for any loss of fixtures and fittings and also for any damage caused to the accommodation beyond normal wear and tear.

12. **Cancellation of accommodation.**—Allotment of an accommodation to a Government servant is not transferable. If a Government servant or his family does not ordinarily reside in the accommodation allotted to him, the allotment shall be liable to cancellation.

13. **Mutual exchange.**—Mutual exchange of accommodation between two allottees may be made with the prior permission of the Director or, as the case may be, the authorised officer. If any exchange takes place without such permission, the allotment shall be liable to cancellation.

14. **Subletting, etc.**—(1) An accommodation shall not be sublet by the allottee nor it shall be used for any business or profession. The Directorate may, on request, permit the Government servant or a member of his family to carry on medical profession.

(2) A Government servant may allow a friend or relative to share accommodation with him without any monetary gain. Any breach of this rule shall lead to cancellation of the allotment.

(3) If it is proved that an allottee has sublet the accommodation, the Director or, as the case may be, the authorised officer, shall cancel the allotment and report the matter to the head of the allottee's office, who will take disciplinary action against him under the Government Servants Conduct Rules.

(4) The Director and the authorised officers shall report to the Ministry of Works and Urban Development the names of the Government servants whose allotments have been cancelled in any one month for subletting by the first week of the following month.

(5) A Government servant found guilty of subletting shall be debarred from allotment of accommodation for the next 2 years from the date of recovery of possession.

15. **Retention of accommodation after death, etc.**—(1) In the event of death of an allottee, the accommodation shall normally be vacated by the widow of the allottee on the expiry of 6 months. If the deceased allottee leaves behind children having no house of their own and no sufficient sources of income, they may, on application, be allowed by the Government to retain accommodation upto two years from the date of the death of the allottee. The Government, however, shall reserve the right to shift such families to a smaller accommodation.

(2) In the event of dismissal, removal, termination of contract services, resignation, transfer, deputation on foreign assignment or retirement of an allottee, the accommodation shall be vacated within 2 months of the occurrence of such event.

(3) Notwithstanding anything contained in sub-rule (2), in the event of dismissal, removal, resignation, retirement or transfer of an allottee, permission may be granted to retain the accommodation at the discretion of the Government for a period upto 6 months if it is considered necessary for the education of the children of the dismissed, removed, resigned, retired or transferred allottee.

(4) When an allottee is transferred out of Bangladesh, he may retain accommodation as long as he has not been allotted any accommodation at the foreign station or for 6 months, whichever is less, on payment of normal rent.

(5) When an allottee, who is dismissed, removed or compulsorily retired from service, prefers an appeal under the relevant rules to the competent authority against the orders of dismissal, removal or retirement, he may retain the accommodation on payment of normal rent as long as his appeal is not disposed of or for a period of 6 months, whichever is less.

(6) When an allottee is transferred to an area declared as non-family area by Government, he may be allowed to retain accommodation by paying normal rent.

(7) An allottee leaving his headquarters for training may retain the accommodation on payment of normal rent for a period of 6 months with the permission of the Director in case he is forced to leave his family in the accommodation for good and sufficient reason. He shall have to obtain permission from the Government for retention of that accommodation beyond 6 months.

(8) A Government servant transferred to an ineligible Government Department at the same station may be allowed to retain the accommodation at normal rent.

(9) A Government servant transferred to an autonomous organisation may be allowed to retain accommodation till such time as the autonomous organisation is in a position to provide alternative accommodation to him. The recovery of rent in such cases will be made at the standard rent from the organisation concerned. *U*

(10) Allotment of accommodation may be transferred to the father or son or unmarried daughter or husband or wife only of the allottee, if he or she is eligible for the same or for a higher class of accommodation in the event of death or retirement only or becomes entitled to such category of accommodation within 1 year in the event of death and within 6 months in the event of the retirement. This facility will be admissible only in case the beneficiary has been ordinarily residing with the original allottee. In case he or she is entitled to a lower class of accommodation, he or she shall be allotted the first available quarter in that class. Till an alternative accommodation is made available he or she may retain the accommodation in his or her occupation on payment of  $7\frac{1}{2}\%$  or, as the case may be,  $5\%$  of the minimum qualifying emoluments fixed for entitlement of the category of accommodation he or she is actually occupying.

16. **Cancellation for nuisance.**—An allottee and members of his family shall abstain from all actions which are likely to cause a nuisance. If his behaviour or the behaviour of any of his family members or any person living with him causes a nuisance or trouble in the locality, the Director or the authorised officer, as the case may be, cancel his allotment or shift him elsewhere.

*Explanation.*—Keeping of pets or cattle may be treated as a nuisance in terms of this rule if any offence is committed or such keeping is the cause of harm or annoyance to the other residents of the building, colony or the area.

17. **Government servant owing house in his own name, etc.**—(1) A Government servant who has built or acquired a house in Dhaka, Narayanganj, Rajshahi, Khulna or Chittagong or his wife or one of his dependent children has done so, shall not be entitled to any accommodation after 10 years of the completion of construction of the house.

(2) A Government servant who has built or acquired more than one house in his own name or in the name of his wife or dependant shall not be entitled to a Government accommodation.

18. **Unauthorised possession.**—(1) In case an accommodation is occupied unauthorisedly or retained unauthorisedly by a Government servant, action may be taken against him under the Government Servants Conduct Rules and in addition the Directorate shall charge and recover rent, under rule 19(2) from the occupants for the period the accommodation was under his unauthorised occupation.

(2) The Directorate shall take steps to evict the unauthorised occupants as soon as the information received in this behalf from concerned authorities and in order to expedite the eviction, may—

- (a) inform the relevant authority for disconnection of water, gas and electric supply of the accommodation;
- (b) inform the head of the unauthorised occupant's office to take disciplinary action against him on charge of 'misconduct' under intimation to the Directorate and the Ministry of Works and Establishment Division.

(3) Any Government servant found guilty of unauthorised possession of accommodation may, in addition to the actions taken under this rule, disqualify the Government servant concerned for allotment of any accommodation from the date his turn comes for such allotment.

19. **Rent.**—(1) Unless entitled to a rent-free accommodation, the rent of an accommodation allotted to a Government servant shall—

- (a) in the case of a Government servant falling in any of the New National Scales of pay from I to XIII, at the rate of  $7\frac{1}{2}\%$  of his emoluments; and
- (b) in the case of a Government servant falling in any of the New National Scales of pay from XIV to XVIII, at the rate of 5 per cent of his emoluments.

(2) In case of unauthorised occupation, rent shall be charged at the rate of rent ceiling applicable for hired accommodation of similar type.

(3) The Directorate shall in respect of Gazetted Officers to whom allotment of accommodation made by the Directorate send rent demand statement to the Ministries, Divisions or Departments concerned and one copy of the same shall be forwarded to the Accounts Officer by the 15th of June and December each year for recovery of rent in respect of the accommodation allotted to each.

(4) The authorised officers shall send rent recovery statement in duplicate in respect of Government servant to whom they allotted accommodation to the Directorate and one copy of the same shall be forwarded to the Accounts Officer by the 15th July and January of each financial year for recovery of rent.

(5) It shall be the responsibility of the Ministries, Divisions or Departments concerned to recover rent as per the demand statements from the non-Gazetted staff and Accounts Office shall be responsible for recovery of rent from the Gazetted Officers. Ministries, Divisions, Departments or Accounts Office shall report to the Directorate the factual position of the recovery by posting the amount recovered in the demand statements and return the same to the Directorate by the 15th of July and January of each financial year.

(6) When a Government servant is in heavy arrears of rent, the Directorate or, as the case may be, Ministry or Division, shall refer the matter to the Accounts Office concerned for recovery of the amount under the rules, who shall realise the amount accordingly and shall not defer the realisation on any appeal from the Government servant concerned. If any appeal is made to the Accounts Office, that office may refer the appeal to the Directorate.

**20. No Demand Certificate.**—(1) In the case of Old-D, New-D, E, F and Superior type accommodation the Directorate and in the case of other type of accommodation, the concerned Ministries or Divisions shall issue a "No Demand Certificate" to every allottee of accommodation within two months of the expiry of each calendar year.

(2) When a Government servant is transferred, retired or dismissed and vacates the accommodation allotted to him, the Directorate or, as the case may be, Ministry or Division, shall issue the "No Demand Certificate" within two months of the demand for such a certificate by the allottee or from the date the fact of vacation comes to the notice of the Directorate or Ministry or Division, whichever is earlier.

(3) While allotting an accommodation to a Government servant, the Directorate or Ministry or Division shall ascertain from the Government servant about the accommodation he was occupying in his former post, if any, and, if he had an accommodation, the Directorate or the Ministry or Division concerned shall ask him to submit a "No Demand Certificate" in respect of that accommodation. In case he is unable to do so, the Directorate or the Ministry or Division concerned shall make a reference to the office to which he was previously posted for the such certificate but the allotment of an accommodation at the place of his new posting shall not be withheld on this account.



21. District Offices, etc.—In the matter of allotment of accommodation to the officers and employees in the district, subdivision and thana offices, the Accommodation Board constituted in this behalf shall follow these rules and for any clarification in this respect, ruling from the Ministry of Works and Urban Development may be obtained for decision.

By order of the  
Chief Martial Law Administrator  
MUSLEHUDDIN AHMAD  
*Additional Secretary-in-charge.*

FORM 'A'

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
OFFICE OF THE DIRECTOR OF GOVERNMENT ACCOMMODATION  
APPLICATION FORM (FOR RESIDENTIAL ACCOMMODATION  
IN DUPLICATE).

1. Full name (in block letters) of Government servant .....
2. Rank or designation (Gazetted or Non-Gazetted) .....
3. Ministry/Division/Department :
  - (a) Name (in case of female applicant) of father/husband. ....
  - (b) Occupation.....
  - (c) Present posting .....
  - (d) Government/Non-Government service .....
  - (e) Monthly pay ..... Monthly income .....
4. Emoluments :
  - (a) Present basic pay .....
  - (b) Special pay/allowance/Deputation pay/  
non-Practising allowance, etc .....
  - (c) Scale of pay .....
  - (d) Date of next increment .....
  - (e) Date of entitlement of ..... Type .....
  - present pay .....

5. Date of Birth .....(a) Date of joining in Government service .....

6. Whether married or single .....

7. Detail of family members:

Sl.No.	Name.	Age.	Relationship.
(1)			
(2)			
(3)			

8. Whether transferable/Non-transferable.

9. (a) Date of first appointment in Government service and pay on that date.

(b) Date of last joining in service at Dhaka.

10. (a) Particulars of Government Accommodation, if any, allotted at the last station of posting.

(b) Date of vacation of Government Accommodation at the last station.

11. Present Accommodation :

(a) Government owned that is, Govt. hired, Requisitioned, Abandoned, Government flat/Rest House, Circuit House, etc.

(b) Private arrangement.

12. (a) Whether the Government servant owns a house(s) in his own name or in the name of any member of his family at Dhaka, Narayanganj, Chittagong, Khulna or Rajshahi.

(b) If the answer is 'Yes' when the constructions were completed/house(s) become habitable.

I certify that the information given above is correct to the best of my knowledge and belief. I agree to abide by the rules framed or which may be framed by Government for allotment of residence in Dhaka.

If a Government residence is allotted to me, I undertake not to sublet the residence or the out-houses attached thereto. For the breach of any rule or condition of allotment I undertake to abide by any decision given by the competent authority.

*Signature or thumb impression of the Government servant.*

No. ...., dated the .....

Forwarded to the Director, Government Accommodation.....  
The applicant is a Gazetted Officer. I am satisfied that the facts stated in this  
Form are substantially correct.

*Signature of the authorised officer of the  
Ministry/Division.*

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FORM 'B'

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

NAME OF THE MINISTRY/DIVISION/DIRECTORATE

Received from Mr/Mrs/Miss .....

an application in prescribed Form on .....

*Signature* .....

*Designation* .....