

HRA APPLICABLE TO ITDC EMPLOYEES

1. Executives and non-executive following CDA pay pattern:-

Classification of Cities/Towns	Rates of House Rent Allowance
A-1	30% of actual basic pay drawn
A B-1 B-2	15% of actual basic pay drawn
C	7.5% of actual basic pay drawn
Unclassified	5% of actual basic pay drawn

2. Executives following IDA Pay Pattern:-

Classification of Cities/Towns	Rates of House Rent Allowance
A-1	30% of actual basic pay drawn
A B-1 B-2	15% of actual basic pay drawn
C	7.5% of actual basic pay drawn
Unclassified	5% of actual basic pay drawn

3. Non-executives following IDA Pay Pattern as per settlement:-

Classification of Cities/Towns	Rates of House Rent Allowance
A-1	30% of basic pay
A	25% of basic pay
B-1 B-2	15% of basic pay
C Unclassified	10% of basic pay

Classification of Cities/Towns as notified by the Central Govt. from time to time.

INDIA TOURISM DEVELOPMENT CORPORATION

No.21(17)/80-WRC

Jeevan Vihar
3-Parliament Street
New Delhi.
S. H. S.
28.1.80, 1980.

C I R C U L A R

Subject: Payment of House Rent Allowance and City Compensatory Allowance to the non-officer employees in HCE Units - as per WRC recommendations and settlement dated 28.1.80 with the Unions.

Reference is invited to ITDC Circular No.P/V/WRC/IMP/79 dated the 1st February, 1980, as per which detailed instructions regarding implementation of WRC Report read with the Memorandum of Settlement dated 28.1.80 have been issued. In para 3(d) of the said circular, the procedure to be followed in regard to payment inter-alia of HRA and CCA has been indicated.

2. In this connection, it is once again clarified that in terms of WRC recommendations, as approved by the Central Government, and as agreed to by the Unions, vide settlements, the grant of HRA and CCA to the non-office employees of various HCE Units are subject to the same terms and conditions as applicable to Central Government employees for drawal of these allowances, as per Central Government Rules. Copies of Government of India Rules on the subject were also provided for the purpose to various Units.

3. In this connection, some of the basic terms and conditions regarding payment of HRA to the employees as per Central Government Rules vide sub-paras (c), (d) and (e) of the Ministry of Finance O.M.No.F.2(37)EII(B)/64 dated 27.11.65 as amended from time to time including the modifications made in O.M.No.11014/1/EII(B)/79 dated 17.3.79 are reproduced below:-

"(c) A Government servant shall not be entitled to house rent allowance if:-

- (i) he shares Government accommodation allotted rent free to another Government servant; or
- (ii) he/she resides in accommodation allotted to his/her parents/son/daughter by the Central Government, State Government, an autonomous public undertaking or semi-Government organisation such as a Municipality, Port Trust, Nationalised Banks, Life Insurance Corporation of India, etc.
- (iii) his wife/her husband has been allotted accommodation at the same station by the Central Government, State Government, an autonomous public undertaking or semi-Government organisation such as municipality, Port Trust, etc., whether he/she resides in that accommodation or he/she resides separately in accommodation rented by him/her.

(d) The present practice of approving the scale of accommodation shall be discontinued. Similarly the half-yearly verification of rent receipts as a matter of routine shall be dispensed with. The Head of Office in the case of a non-gazetted Government servant, the Head of the Department in the case of a Gazetted Government servant or the Administrative Ministry/Department if the Government servant himself is Head of the Department shall, however, have the right to test check the rent receipt and also consider whether the rent claim is reasonable.

(e) As an exception to sub-paragraphs (a) and (b) above, Government servants drawing Rs. 750 other than a Government servant who is living in a house owned by him and drawing pay upto Rs. 750 shall be eligible for house rent allowance at the rates specified in paragraph 1 above even if they share Government accommodation allotted to other Government servants (excluding those mentioned in (c) above) or private accommodation of other Government servants (including those mentioned in (c) (ii) and (c) (iii) above) subject only to the condition that they pay rent or contribute towards rent or house or property but without reference to the amount actually paid or contributed. As an exception to para 7, the grant of house rent allowance to a Government servant living in a house owned by a Hindu undivided family in which he is a co-pencener and whose pay does not exceed Rs. 750 will be without reference to the amount of the gross rental value as assessed by the Municipal Authorities. Thus, in the case of such Government servants it will not be necessary to insist on the production of the assessment of the rental value by the Municipal Authorities for purposes of claiming house rent allowance.

NOTE: In cases where husband/wife/parents, children, two or more of them being Central Government servants or employees of State Governments, autonomous public undertakings or semi-Government organisations like Municipality, Port Trust, Nationalised Banks, Life Insurance Corporation of India, etc. share accommodation allotted to another Government servant, house rent allowance will be admissible to only one of them at their choice.

The term "accommodation" includes the accommodation allotted to the employees of State Governments, autonomous public undertakings, semi-Government organisations such as Municipality, Port Trust, etc.

4. It is presumed that Disbursing Officers/Accounts Officers etc. of various HCE Units, while admitting payments of HRA, are satisfied themselves about the admissibility in terms of relevant Central Government Rules including those indicated in the preceding paragraph in each case. This may please be confirmed urgently by each Disbursing Officer/Accounts Officer through their respective unit Managers - who are also required to always ensure the aforesaid compliance.

5. The receipt of this circular may be acknowledged in the acknowledgement form indicated below.

V. S. Rastogi
(Dr. V. S. Rastogi)
Divisional Manager (Personnel)

Distribution:

1. All Divisional Heads.
2. All General Managers/Managers/Managers/Regional Managers - HCE Units.
3. All Personnel/Finance Executives - HCE Units.
4. Chief Internal Auditor.

.....

ACKNOWLEDGEMENT

This is to acknowledge the receipt of Circular No. 21 (17)/80-WAC dated 5th August, 1980.

Signature _____

Name _____

Designation _____

To

Shri S. P. Bhatia,
Personnel Officer,
India Tourism Development Corporation,
Jeevan Vihar,
3-Parliament Street,
New Delhi-110001.

.....