

No.E/MCF/RBL/NG/Quarter/Policy/2023

Date:08.08.2025

Sub:- Policy for Choice-Based quarter allotment in Priority-Based Allotment.

Ref:- No.E/MCF/RBL/NG/Quarter/Policy/2023 dated:- 12.09.2023

The proposal for introducing a choice-based and mutual exchange system for allotment of quarters in the Group 'C' category has been approved by the General Manager. Several requests have been received from Group 'C' employees regarding choice allotment and mutual exchange of quarters under "better accommodation." However, due to the absence of a formal policy or guidelines, such requests were not being entertained. This has led to a significant number of allotted quarters being left unoccupied, resulting in prolonged vacancy and deterioration of these units. To address this issue and to facilitate employees in getting their preferred accommodation, the following provisions are hereby introduced under para 2.1 of the Priority-Based Quarter Allotment Policy:

1. Choice-Based Allotment:

At the time of allotment, an employee may submit a maximum of three (03) choices for quarters. In cases where the same quarter is opted for by multiple employees, allotment will be made based on application seniority.

2. Mutual Exchange Facility:

Employees who do not receive their preferred quarter may mutually exchange allotted quarters, subject to approval by Dy.CE/II/MCF.

- Note:-**
- After choiced allotment, the balance employee will be allotted the remaining quarter as per seniority.
 - The employee who have been allotted quarter on their choice, will not be permitted for mutual exchange.

The above guidelines shall come into immediate effect.

Copy for Kind information to:

- Secy to GM for kind information of GM please.
- All PHODs/HODS/MCF/RBL- for kind information please.
- Dy.CVO/MCF/RBL for kind information please.
- On MCF/RBL Website.
- All notice Board .


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