

F. No. 28012/1/2003-WI  
Government of India  
Ministry of Urban Development and Poverty Alleviation

Nirman Bhawan,  
New Delhi - 110 011.

29<sup>th</sup> February 2004

OFFICE MEMORANDUM

Subject : Additions/alterations in General Pool Residential Accommodation at the Request of Allottees

The undersigned is directed to state that in this Ministry's O.M. No. 11014/22/90-W.3 dated 09 January 1996, it has been stipulated that works of addition/alteration of non-structural character might be carried out, on priority, in the Government quarters allotted to eligible Government employees under three distinct categories and the allottees, shall be required to pay 10%, 20% or 100% of the cost of the works, depending upon their nature. Annual monetary ceilings have also been prescribed for carrying out works of addition/alteration in the Government quarters of various types.

2. The list of works of addition/alteration which can thus be carried out has been reviewed in the light of the experience of such works carried out by the CPWD in the quarters of various types. It has now been decided that the works of addition/alteration, which are otherwise as per the currently applicable yardstick of facilities for the respective types of quarters but were not provided at the time of original construction, will be carried out at the time of vacation of such quarters and before further allotment thereof. In this regard, Office Memorandum of even number dated 19 February 2004 has been issued.

3. In respect of occupied quarters where the allottees concerned so wishes, the facilities which are otherwise as per the currently applicable the yardstick of facilities, the facilities may be provided on payment of a part of the cost of such works by the allottees.

4. The list of civil and electrical items of addition/alteration which may be carried out at the request of the allottees and on the allottee paying the specified percentage of the cost of the works has been revised and is at Annexure 1.

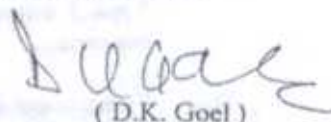
5. The annual monetary ceiling of expenditure on carrying out works of addition/alteration in the quarters of each type has also been revised and is at Annexure 2. The cost of works which are carried out on the allottee paying 100% of the cost thereof will not be set off against the monetary ceiling specified in Annexure 2.

6. These orders will not apply to General Pool Accommodation allotted to Ministers/ Members of Parliament and ineligible categories of persons such as artists, freedom fighters, etc., and quarters allotted to the Members of Parliament from the Lok Sabha/Rajya Sabha Pool.

7. No work of addition/alteration which involves structural changes in the allotted quarters would be carried out. The decision of the CPWD as to whether any work of addition/alteration requested by an allottee is of a structural nature shall be final.

8. These instructions issue in supercession of all previous instructions and with the concurrence of Integrated Finance Division vide its No. 329-F dated 16.02.2004.

9. Hindi version will follow.

  
(D.K. Goel)

Under Secretary to the Government of India  
F. No. 28012/1/2003-WI

To

1. All Ministries/Departments of the Government of India.
2. CAG of India, Bahadur Shah Zafar Marg, New Delhi.
3. Secretary General, Rajya Sabha/Lok Sabha Secretariat, New Delhi.
4. Director General (Works), CPWD, New Delhi.
5. Chief Secretaries of Union Territories.
6. Director of Estate, Ministry of Urban Development and Poverty Alleviation (MoUD&PA), New Delhi.

Copy :

1. PS to Minister of State (Independent Charge) for UD&PA, New Delhi.
2. PPS to Secretary (UD) / Secretary (UEPA), MoUD&PA, New Delhi.
3. PS to Additional Secretary (UD), MoUD&PA, New Delhi.
4. All Joint Secretary/Director/DS/US in MoUD&PA, New Delhi.
5. All Desks/Sections in MoUD&PA, New Delhi.
6. Hindi Section for Hindi version.

( D.K. Goel )

Under Secretary to the Government of India



ITEMS OF WORKS OF ADDITION/ALTERATION TO BE CARRIED OUT  
ON REQUEST OF ALLOTTEES

1. *Civil Works*

(a) Items for which 10% of the estimated cost is to be charged from the allottees

- (i) Renovation of kitchen (including breaking of chimney, wherever existing), marble/kota stone of work platform, proper sink and drainage board, white glazed tile in dado, renovation of shelves, etc.
  - (ii) Renovation of toilet with marble flooring and white glazed tile dado including connected pipe work and chromium plated fittings.
  - (iii) Underground water tank/loft tanks including connected pipe works.
  - (iv) Wire-gauze shutters for doors/windows.
  - (v) Wash basin with looking mirror, glass shelves, etc.
  - (vi) Provision of additional cupboards.
  - (vii) Creation of additional enclosed space by covering verandah, etc.
  - (viii) Barbed wire fencing with iron gate around the quarters.
  - (ix) Pavement of areas around the premises with suitable material in an approved manner.
  - (x) Changing of Indian WC to European WC & vice versa.
  - (xi) Change of flooring with mosaic with grey/white cement, ceramic tiles (vitrified tiles excluded), kota stone or Raj Nagar marble in combination of kota stone.
- NOTE : Item no. (xi) is for type VI and higher types of quarters.

(b) Items for which 20% of the estimated cost is to be charged from allottees

- (i) Bamboo Thattis.
  - (ii) Provision of collapsible shutters in the stairs area.
- NOTE: Item (ii) above will be taken up only if the payment to be made for this item is shared by all the allottees being benefited by this work.

(c) Items for which 100% of the estimated cost is to be charged from the allottees

Nil.

2. *Electrical Works*

(a) Items for which 10% of the estimated cost is to be charged from the allottees

- (i) Additional power plug points/light plug points.
- (ii) Additional light sockets [industrial type] for air conditioner.
- (iii) Fitting for fluorescent tubes instead of incandescent lights.
- (iv) Additional light points.
- (v) Additional call bells, including call bell point, from main house to servants' quarters.
- (vi) Exhaust fans.

(b) Items for which 20% of the estimated cost is to be charged from allottees

- (i) Additional ceiling fans.

(c) Items where 100% of the estimated cost is to be charged from the allottees

- (i) Fancy light fittings.
- (ii) Additional compound lights and lights at gate pillars [except for type-VII & VIII houses].
- (iii) Flood lights surrounding the house.
- (iv) Heaters/geysers/booster pumps, including addition/alteration in wiring & plumbing work.
- (v) Compact fluorescent lamps & fittings.
- (vi) Changing of cable from feeder pillar to house, if required due to increased load in the house.

ANNEXURE 2

REVISED ANNUAL CEILING OF EXPENDITURE ON WORKS OF  
ADDITION/ ALTERATION

Type of quarters	Revised annual ceiling [Rs.]
I	9,000
II	12,000
III	18,000
IV	30,000
V A and V B	60,000
VI A and VI B	75,000
VII & VIII	1,10,000

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