

Bangladesh Bank Accommodation Allotment Rules, 2003

1. Short title

These rules may be called "Bangladesh Bank Accommodation Allotment Rules, 2003" hereinafter called the "Allotment Rules".

2. Definitions

In these rules, unless there is anything repugnant in the subject or context :-

- a) "Accommodation" means residential accommodation owned or hired by the Bank;
- b) "Authorised Officer" means the Chairman of the Accommodation Allotment Committee;
- c) "General Manager of an Office or branch" means General Manager of Human Resources Department of Head Office and General Manager of a branch office of Bangladesh Bank.
- d) "Committee" means the Accommodation Allotment Committee to be constituted in the manner as laid down in rule 25 of these rules ;
- e) "Family" means the husband, wife, children and step children of the employee 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 or her;
- f) "Employee" means an employee of the Bangladesh Bank eligible for accommodation;
- g) "House" includes a structure constructed according to the plan approved by the competent authority authorised by the Government irrespective of number of stories;
- h) "Bank" means Bangladesh Bank.

3. Eligibility

All employees of the Bank will be eligible for accommodation as admissible under the rules .

4. Classification and entitlement

The classification of accommodation and entitlement of employees shall be as follows :-

<i>Sl. No.</i>	<i>Class of Accommodation</i>	<i>Entitlement</i>
a	'Ka' (or 'A')	Deputy Governor, Executive Director & Economic Advisor
b	'Kha' (or 'B')	General Manager, Deputy General Manager & Joint Director
c	'Ga' (or 'C')	Deputy Director & Assistant Director
d	'Gha' (or 'D')	Officer
e	'Uma' (or 'E')	'B' and 'C' category staff
f	'Cha' (or 'F')	'D' category staff

5. Allotment of higher and lower class accommodation

- a) An employee 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 an employee entitled to that class of accommodation.
- b) An employee 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 as provided in Rule 22(a).

Accommodation meant for employees in categories B, C & D the ratio between normal entitlement and entitlement against options for one class lower accommodation shall be 10 : 1 ; in the case of Assistant Directors and above the said ratio shall be 5 : 1 . At a particular time of every year two panels will be prepared for each category of employees one for those applying for normal entitlement and the other for those opting for accommodation of a type one class lower than their entitlement.

Allotment will be made from the panels in accordance with the ratios aforementioned and seniority applicable for allotment of Bank's Accommodation Rules. Left over ratios will be carried over to the following year. Allotment against normal entitlement shall precede to allotment against options for one class lower entitlement.

Provided that an employee in the grade of Assistant Director or above shall not be allowed to opt for any accommodation meant for 'B', 'C' and 'D' category staff.

6. Preparation of waiting list

Upon an application in the Form 'A' which will be acknowledged in Form 'B' the General Manager of an Office or branch shall prepare separate waiting list for each class of

accommodation to allot on the basis of seniority of the employee determined in the following manner, namely :-

- i) From the date of appointment/promotion and entitlement of accommodation as contained in rule 4 for allotment of Bank's Accommodation.
- ii) Seniority in the waiting list will be given as per sub-Rule 5 (a) and joint seniority of the employees of different offices located in the same centre.

In case of employees promoted/appointed in the same date, fixation of seniority in the panels in accordance with sub-paragraphs 5 (a) & (b) above the following procedures shall be followed :-

1. In case of officer and above :

Seniority shall be fixed in accordance with the positions in a related orders of their promotion/appointment.

2. In case of employees category B, C & D :

- (1) In cases where appointment is given on the same date and in the same posts seniority of accommodation shall be determined on the basis of their seniority position in the centrally prepared panel for recruitment.
- (2) In case of recruitment in the same category but from different panels and to different posts preference will be given to those appointed to posts carrying a higher scale of pay.
- (3) In cases where appointments and promotions are given vide more than one office orders but on the same date, seniority of promotees shall precede that of the recruits and in such situation the following procedure shall be followed :

- (a) In case of promotion :

In case of promotees in the same order, in accordance with their position in the promotion order.

In case of promotions given vide different orders, seniority will be determined on the basis of service seniority.

- (b) In case of recruits :

Seniority shall be determined in accordance with their positions in the panel for recruitment, i.e. as stated in paragraphs 2(I) and 2(2) above.

- (c) Transferee officers will not lose their seniority on repatriation to the place of choice if alternate family accommodation (Bank's quarters) were not provided at the place of new posting. But in the event of mutual transfer seniority will be determined from the date of joining at the centre as per class of accommodation entitled.
- (d) Validity of waiting list will be for one year from September to August each year.
- (e) The committee shall allot the accommodation strictly in accordance with the seniority determined under sub-rule 2(I)
- (f) A female employee shall take 3 years ante-dated seniority over the male employee.

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

7. Reserve accommodation

The Bank may reserve a number of accommodation at a station for allotment to the holders of specific posts as the Governor may decide from time to time .

8. Temporary accommodation

Notwithstanding anything contained in these rules, all temporary accommodation including Rest/Guest Houses shall remain under the disposal of the Allotment Committee and shall be allotted by the authorised officer to the employees on the merits of individual cases. In the matter of allotment of temporary accommodation, preference will be given to transferred officers.

9. Possession of accommodation

- a) On receipt of an allotment order, an allottee shall take over possession of the accommodation from the Officer nominated by the General Manager of an Office or branch for the purpose within 30 days in addition to the broken period of the month of allotment unless otherwise extended by the competent authority and sign a receipt in duplicate for all fixtures and fittings in the prescribed form .

- b) The Officer shall send the occupation report to the General Manager concerned within 3 days of occupation.

10. Handing over possession of accommodation

- a) On vacation the allottee shall hand over possession of the accommodation to the officer nominated by the General Manager for the purpose and obtain a receipt thereof which will include an inventory of all fixtures and fittings available in the accommodation. The allottee shall also inform the General Manager, in writing about his vacating the accommodation not later than the date of vacation. The Officer taking possession shall send a vacation report to the General Manager within 3 days of obtaining vacant possession of the accommodation from the allottee.
- b) The allottee shall be liable to pay the cost for any lose of fixtures and fittings and also for any damage caused to the accommodation beyond normal wear and tear .

11. Cancellation of accommodation

Allotment of an accommodation to an employee is not transferable. If an employee or his family does not ordinarily reside in the accommodation allotted to him, the allotment shall be liable to cancellation.

12. Exchange of accommodation

Mutual exchange of accommodation between two allottees is not permissible. However,

- (a) Officials, irrespective of their posts holding accommodation specified for officers and above may be allowed shifting to an accommodation of the same class within the same premise or from one premise to another on the basis of seniority.
- (b) Officials holding accommodation specified for members of the staff(employees in categories B, C & D) may be allowed shifting to an accommodation of the same class within the same premises on the basis of seniority.
- (c) Members of the staff (employees in categorie B, C & D) may be allowed shifting to an accommodation of the same class within the same premises or from one premises to another on the basis of seniority.
- (d) An allottee will not be eligible for shifting from one accommodation to another within the same premises for a period of two years from the date he/she take over the possession of the accommodation.

However, this condition will not apply in case of shifting of accommodation from one premise to another.

- (e) Governor may however, allow allotment/shifting (within the same premises or from one premise to another) at his discretion.

13. Subletting, etc.

- i) An accommodation shall not be sublet by the allottee nor it shall be used for any business or profession. The General Manager of an Office or branch may, on request, permit the employee or a member of his family to carry on medical profession.
- (ii) Subject to prior permission of the Bank authorities an allottee may allow friend(s) or relative(s) to share accommodation with him without any monetary gain. Any breach of this rule shall lead to cancellation of the allotment.
- (iii) If it is proved that an allottee has sublet the accommodation, the General Manager shall cancel the allotment and will initiate necessary disciplinary action against the allottee under Bank's Staff Regulations.

If allotment of accommodation is cancelled on the basis of findings of the "Accommodation Enquiry Committee" the concerned allottee shall hand over vacant position of the accommodation to the bank within 30 days from the date of cancellation; in case of failure to do so within this specified time, the allottee shall be liable to pay standard rent from the date of cancellation of the allotment.

- (iv) An employee found guilty of subletting shall be debarred from allotment of accommodation for the next two years from the date of recovery of possession.

14. Retention of accommodation after death

The family of employees who die while in service may be allowed retention by the Head Office of the deceased employees accommodation for a period of two years of his/her death without any rent. However, the family of the deceased employee shall have to pay electricity, water, gas and other charges.

15. Retention of accommodation after dismissal, resignation, retirement, transfer, deputation on foreign assignment etc.

- i) In the event of dismissal, removal, compulsory retirement, 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.
- ii) Notwithstanding anything contained in sub-rule (i) in the event of resignation or retirement of an allottee permission may be granted to retain the accommodation at the discretion of the Head Office for a period upto 6(six) months if it is

considered necessary for the education of the children at the same centre of the resigned or retired allottee.

In the case of the transferred officers permission may be granted to retain the accommodation at the discretion of the Head Office on the ground of education of the children or any other unavoidable circumstances upto 2 years only from the date of joining at the place of posting. The retention of Bank's accommodation beyond two years will be subjected to payment of standard rent as prescribed by the bank from time to time and in such case the concerned employee will not also be entitled to get house rent allowance.

- iii) When an employee is transferred out of Bangladesh or deputed to a place outside 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.
- iv) 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.

16. Retention of accommodation during training/study abroad

An allottee leaving country for training/study may retain the accommodation on payment of normal rent for a period of 6 months with the permission of the General Manager 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 Head Office for retention of that accommodation beyond 6 months.

17. Retention of Accommodation during deputation/ transfer to any other bank/organisation

An employee transferred or deputed to any other organisation may be allowed to retain accommodation till such time as the organisation is in a position to provide alternative accommodation to him. The recovery of rent in such cases will be made at the rate of standard rent as fixed by the Bank from time to time from the organisation concerned.

18. Transfer of accommodation in the event of death or retirement

Allotment of accommodation may be transferred only to the father or son or unmarried daughter or husband or wife of allottee if he or she is eligible for the same or becomes entitled to such class of accommodation within 1 year in the event of death and within 6 months in the event of retirement. This facility will be admissible only in case :

- (i) the beneficiary has been ordinarily residing with the original allottee,

- (ii) the beneficiary was appointed/absorbed in the service of the Bank under normal recruitment,
- (iii) the original allottee or the beneficiary has no house of their own and
- (iv) there is no sufficient source of income except the income of the beneficiary.

In this matter the decision of the Allotment Committee will be final. 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 7.5% or, as the case may be, 5% - of the minimum qualifying emoluments fixed for entitlement of the class of accommodation he or she is actually occupying.

19. Cancellation for nuisance

An allottee and/or 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 or visits them frequently causes a nuisance or trouble in the locality, the General Manager may 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.

20. Bank employee owning house in his own name etc.

- i) If an employee has a house of his own in the centre of his/her posting he shall not be entitled to bank's accommodation after 10 years from the date of completion of the construction of the house.

However, an employee shall be eligible to bank's accommodation in the centre where he is posted provided he/she does not have a house of his/her own at the said centre.

Explanation : 'Date of completion of construction' means the date one year from the withdrawal of the last instalment, for completion of construction, of the entitlement at the time of the house building advance was first sanctioned by the Bank (the first entitlement).

In case the employee's first entitlement is enhanced before withdrawal of its last instalment and higher entitlement has been availed of, the date of withdrawal of that instalment which covered the remainder of the first entitlement should be considered as the date of withdrawal of the last instalment of the first entitlement.

In respect of a ready built house purchased with house building advance from the Bank, the date of withdrawal of the advance shall be considered as the 'Date of completion of construction'.

- ii) An employee who has built or acquired more than one house in his/her own name or in the name of his/her wife/husband or dependent children in his/her place of posting shall not be entitled to Bank's accommodation.

21. Unauthorised possession

- i) In case an accommodation is occupied or retained without permission/authority by an employee, action may be taken against him under the Bank's Staff Regulations and in addition, the General Manager shall charge and recover rent at the rate of standard rent fixed by the Head Office from time to time for the period the accommodation was under his unauthorised occupation.
- ii) The General Manager of an Office or branch shall take immediate steps to evict the unauthorised occupants 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) Initiate/recommend to appropriate authority for disciplinary action against the unauthorised occupant on charge of misconduct under the Bank's Staff Regulations.
- iii) Any employee found guilty of unauthorised possession of accommodation may, in addition to the actions taken under this rule, disqualify the employee concerned for allotment of any accommodation from the date his turn comes for such allotment

22. Rent

- a) The rent of an accommodation allotted to an employee shall be at the rates as prescribed by the Bank from time to time.
- b) Charges for electricity, water and gas etc. will be paid by the allottee. The Bank shall pay municipal taxes and other taxes.

23. Repairs or alteration etc. in the Quarters

No repairs or alteration in the quarters will be carried out by the allottee except with the permission of the General Manager of an Office or branch.

24. No Demand Certificate

- i) When an employee vacates the accommodation allotted to him, the General Manager shall issue a 'No Demand Certificate' within two months of such vacation. Retired employee will, however, have to give an undertaking in Form-D before issuance of the 'No Demand Certificate'.
- ii) In cases where an employee will seek accommodation at a place after having transferred to that place from any other station, the General Manager shall ascertain if he was occupying bank accommodation in his former place of posting and if so, the General Manager shall ask him to submit a 'No Demand Certificate' in respect of that accommodation. In case he is unable to do so, the General Manager concerned shall make a reference to the office to which he was previously posted for the above certificate, but the allotment of an accommodation at the place of his new posting shall not be withheld on this account.

25. Accommodation Allotment Committee

The Accommodation Allotment Committee shall be constituted as the following manner :

Dhaka Centre

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| 1. | Executive Director (in-charge of HRD) | Chairman |
| 2. | General Manager, Motijheel Office | Member |
| 3. | General Manager, Expenditure Management Department | Member |
| 4. | General Manager, Internal Audit & Inspection Department | Member |
| 5. | General Manager, Research Department | Member |
| 6. | General Manager, Human Resources Department | Member Secretary |

Outside Dhaka

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| 1. | General Manager | Chairman |
| 2. | Deputy General Manager, Administration | Member |
| 3. | Deputy General Manager, DBI | Member |
| 4. | Joint Manager/Deputy Manager (Audit) | Member |
| 5. | Joint Manager/Deputy Manager (Welfare) | Member Secretary |