

TERMS & CONDITIONS FOR RETENTION OF QUARTER IN EFBS CASES
(REF.CIRCULAR NO: SRU/PERS/HO/Rules/2021-2744 dated 26/11/2021)

1. The retention of company quarters shall be allowed to the EFBS beneficiary under following conditions:
 - I. The EFBS beneficiary must be the ex- employee (in permanent medical unfit cases) or nominee i.e, spouse/ son/ unmarried daughter / father / mother (in death cases)
 - II. The ex-employee nominee should have been duly allotted and in occupation of the company quarter at the time of separation.
 - III. The ex-employee/nominee should opt for this facility before final settlement.
 - IV. The retention facility shall only be for the existing quarter in occupation. The facility can not be availed after vacation of company's quarter allotted to the ex-employee.
 - V. No change of quarter shall be permissible after separation.
 - VI. If the ex-employee was not in possession of any duly allotted company quarter at the time of separation, the present facility cannot be availed by the ex-employee/ beneficiary.
 - VII. In death cases, if the beneficiary is already in possession of any SAIL quarter in his / her own name, he / she is not entitled to opt for this facility.
2. The actual amount of deposit for EFBS must not be less than 50% of the notional amount of CPF and Gratuity.
3. The maximum period of quarter retention will be till notional date of superannuation or the date of withdrawal from the scheme whichever is earlier.
4. In case of premature withdrawal of EFBS membership, beneficiary shall give three months prior notice to the Company. The monthly benefits for these three months shall be withheld and released along with the maturity benefits, after adjustment of dues, if any.
5. On maturity of the scheme, the processing for refund of deposit will be initiated only after quarter vacation report and No Demand Certificate (NDC) from Personnel Department has been received in Pers-Final Settlement Cell (FSC) and Pay Section.

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6. The rent for the quarter, electricity charges, water charges etc. as applicable from time to time, shall be levied at Private Party rates, from the date of commencement of EFBS benefit. This amount shall be payable in advance on financial year basis by the EFBS beneficiary. Actual adjustment shall, however, be carried out at the end of each financial year
7. The EFBS monthly benefit will commence in each financial year with the issue of No Objection Certificate (NOC) by P&A (Town Administration) after the EFBS beneficiary deposits the rent, electricity, water charges etc. in advance at the beginning of the financial year
8. Rent and other charges for retention of quarter from the date of separation till the date of commencement of EFBS benefit (i.e. date of deposit of CPF& Gratuity) subject to a maximum period of 4 months in case of death, 2 months in permanent medical unfit cases will be levied in accordance with the provisions in vogue or revision made thereon from time to time.
9. If prior permission is not taken for retention of quarter, rent and other charges shall be payable at penal rates after the date of completion of, 4 months in case of death/2 months in permanent medical unfit cases, after separation till the date of commencement of EFBS benefit.
10. The deemed NDC will be issued by P&A(Town Administration) for release of final payment. Thereafter the Gratuity shall also be transferred to EFBS. After the completion of all formalities by individuals, EFBS order will be issued by Pers-Final Settlement Cell.
11. After issue of EFBS order, P&A (Town Administration) will issue retention order against the said quarter along with Deposit Certificate which will indicate all payments due to Estate (SRU) on account of quarter rent and other charges covering the period of service of the ex-employee, period between the date of separation and the date of commencement of EFBS benefit and advance rent with other charges for retention of quarter till the financial year end.
12. The NOC for release of monthly payment shall be issued by P&A(TA)after production of cash/money receipt of the deposit of due amount.
13. The quarter so retained can be used only for own residential purpose by the allottee and not for any commercial activity or sub-letting. No addition, alteration or modification in the existing property is permissible. In case of violation it will be dealt as per existing rules and procedures.

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14. After the expiry of the retention period if the quarter is not vacated immediately, from the said date onwards, penal rent will be recovered at applicable rates prevailing at the time of expiry of the retention of maturity of EFBS
15. The penal rent amount so calculated will be recovered fully from the monthly payment of last 06 months which shall be withheld and released on maturity of the scheme, after adjustment of dues, if any.
16. Ex-employee/ nominee opting for EFBS house retention facility shall produce surety from a serving SRU employee with at least two years' service more than the period of retention; who will give guarantee for adherence to these terms and conditions by the EFBS beneficiary and recovery of penal rent at applicable rates from his salary in case of violation by the EFBS beneficiary.
17. In case of separation of the employee who acts as surety from the service of SRU on any account during the period of surety the beneficiary shall have to arrange for transfer of surety to another serving employee who shall bear the entire liability of the original surety within three months failing which the EFBS monthly payment will be withheld and the quarter shall be deemed to be on unauthorized occupation attracting penal rent and other charges.
18. Only serving employees who have no instances of unauthorized absenteeism in the past three years shall be eligible to stand for surety and there must be no case of any disciplinary action past or present against him for mis-utilization / mis-appropriation of company's property including any sort of advance. This is to be certified by Personnel Executive.
19. Final Settlement TA bill will be submitted by the beneficiary within one month of the maturity / withdrawal/ vacation of allotted quarter, whichever is earlier. TA Bill submitted beyond the time frame shall not be entertained.
20. In case of death of EFBS Beneficiary during quarter retention period, the EFBS payments will be released as per EFBS Rules only after vacation of quarter.

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OPERATING PROCEDURE

1. After issue of Separation Order, if the ex-employee/ nominee is interested to retain SRU accommodation along with EFBS facility, he / she can apply for the same in the prescribed format (Annexure-I) in duplicate along with one signed copy of terms & conditions and provide surety [Annexure-II (a) & II (b)] of one employee having with at least two years' service more than the period of retention. Annexure II-b should be made on Non Judicial stamp paper of Rs.50/-(Fifty) and duly notarized. Personnel Executive (PE) will provide the final payment papers and application form (Annexure-1) to the nominee / ex-employee.
2. Pers-FSC shall keep one copy of the application along with signed copy of terms & conditions and filled in Annexure II (a) & II (b) and forward one certified copy of the application for EFBS along with retention of quarter to P&A(TA).
3. On receipt of application duly forwarded by Pers-FSC, P&A(TA) will issue deemed NDC(Annexure III), the maximum validity of the deemed NDC will be three months from the date of issue and it will be sent in duplicate to FSC. In any case, no copy of the deemed NDC will be provided to the ex-employee/ nominee.
4. After receiving the deemed NDC from TA, FSC will send it to Pay A/cs.
5. Simultaneously after receiving fully filled up EFBS application, FSC will process the application for completing various pre Membership formalities: IOC to PF section for providing Notional PF & Gratuity amount and to transfer the payable amount of PF & Gratuity. PF Section will take action accordingly.
6. Pay A/Cs Section will provide a copy of Final Settlement Memo to FSC & PF after deducting the dues, if any.
7. After receiving the deposit/ transfer of PF & Gratuity, FSC will issue EFBS Membership Order in the prescribed format.
8. In case of quarter retention by beneficiary, the Membership order to be issued by the FSC shall contain the following sentence at the separate paragraph "The beneficiary has opted for retention of quarter no _____ under the scheme of EFBS along with quarter retention." The endorsement in such cases will be sent to F&A (Pay), F&A (PF) and P&A(TA).
9. After receiving the EFBS order, P&A(TA) will issue retention order of present accommodation along with rent deposit advice (Annexure - IV)

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10. After depositing the advance rent, EFBS member will produce the payment receipt (in original) to P&A(TA)for issue of NOC (Annexure - V) for release of monthly payment till the end of financial year.
11. The NOC will be issued on financial year basis at the beginning of each financial year by P&A(TA) on deposit of advance rent by the beneficiary and would be sent in duplicate to FSC
12. Pay A/Cs will release/ commence the monthly payment of each financial year after receiving NOC from P&A(TA)through FSC.
13. In case of premature withdrawal or actual maturity of EFBS, actual NDC will be issued by P&A(TA)after physical vacation of retained quarter as per the normal procedure.
14. Pay ACs will release the amount deposited under EFBS only after receiving the actual NDC with all other relevant papers.
15. After maturity of EFBS or death of Beneficiary , final payment will be released only after vacation of quarter and actual NDC sent by P&A(TA) to Pay A/c through FSC

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[To be filled by applicant in duplicate]



STEEL AUTHORITY OF INDIA LIMITED
SAIL REFRACTORY UNIT
Bokaro Steel City

APPLICATION FOR RETENTION OF QUARTER BY EFBS BENEFICIARY

1. Name (Ex-employee) :
2. SAIL PERS No. & Designation :
3. UNIT Pers. No. :
3. Department :
4. Date & Reason of Separation :
5. Name of EFBS beneficiary
(in case of death) :
6. Relationship with Ex-employee :
7. Address of allotted quarter in occupation :

I agree to become member of EFBS and also wish to retain the quarter allotted to me/ my husband / wife/ father/ mother/ son/ daughter. Till date the above addressed quarter is in my possession. I fulfill the eligibility conditions for the same.

I agree to abide by the terms & conditions of the scheme as annexed and also to be bound by the rules and regulations in force for "Retention of Quarter under EFBS" and any changes that may be prescribed by the authorities subsequently.

Signature:

Name of the beneficiary/ applicant:

The above details from Srl. No. 1 to 7 are certified.

Deemed NDC may please be issued and sent to the FSC/PERS DEPTT

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Signature of the Personnel Executive
Name & Seal

Executive (P&A-TA) OF PLANT/UNIT

REF.CIRCULAR NO: SRU/PERS/HO/Rules/2021-2744 dated 26/11/2021

Annexure-II(a)

(To be filled by Applicant in duplicate)

To

Head of Plant/Unit
SAIL Refractory Unit

I _____ (ex-employee)/nominee of
Late _____ am interested
to retain Company's quarter under quarter retention facility by EFBS beneficiary. I am
providing one serving SRU employee who has agreed to stand surety in accordance with the
scheme.

My particulars are given below:-

Particulars of the beneficiary :

Name of the Ex-employee :

SAIL PERS No & Staff No. :

Department :

Address of allotted quarter in occupation:

Signature of the beneficiary/applicant
Name:

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SURETY

I, Shri/Smt./Ms _____ hereby state that I have agreed to stand surety for retention of quarter occupied by Shri /Smt./ Ms. _____ under quarter retention facility by EFBS beneficiary.

I have no instance of unauthorized absenteeism in the past three years and there is no case of any disciplinary action, past or present, against me for misutilization /misappropriation of Company's property, including any sort of advance.

In case of non deposit of PF & Gratuity amount under EFBS by Shri / Smt./Ms. _____ within 15 (fifteen) days of receipt of final payment if released to the beneficiary, the quarter will be treated as unauthorized acquired and I will be liable to pay the penal rent plus electricity & water charges as applicable and same can be recovered by SRU from my salary. I also stand surety for adherence to other terms & conditions under the scheme by the beneficiary.

Signature _____

Name _____

SAIL Pers. No. _____

SRU Staff No. _____

Desgn. _____

Deptt. _____

Date of Superannuation _____

Above particulars of the surety certified.

Signature & Seal of Personnel Executive.

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(To be issued by P&A-TA in duplicate)



STEEL AUTHORITY OF INDIA LIMITED
SAIL REFRACTORY UNIT
 P&A -Town Administration

No .P&A/TA/DNDC/20---

Date _____

DEEMED NO DEMAND CERTIFICATE
 (Valid for three months from date of issue)

Deemed NDC while availing EFBS in respect of Sri/Smt./Ms. _____
 SAIL Pers. No _____ Staff No _____ Designation _____ Department _____

Ref : Separation Order No _____ dated _____

As per order under reference, Name of employee Sri/Smt./Ms. _____
 SAIL Pers. No _____ Designation _____ Department _____
 has been struck off from the rolls of SRU.

The employee was allotted Quarter No. _____ NH _____ Sector _____ Type _____ vide
 allotment Order No _____ Dated _____

The occupation report of the same is dated _____
 Deemed NDC is issued with respect of the above mentioned quarter on agreeing to the terms
 and the conditions laid down by SRU for retention of quarter while availing EFBS by and upon
 receipt of request from Sri/ Smt./Ms. _____
 EFBS beneficiary, vide his/her application dated _____ for issue of DEEMED N.D.C.
 to facilitate the release of final payment under EFBS.

Permission for retention of quarter was obtained vide letter No . _____ dated
 _____ from _____ to _____

The following charges may please be recovered:

Quarter rent from _____ upto _____ @ normal rent per month.
 Quarter rent from _____ to _____ @ _____
 from _____ to _____ @ _____

Electricity charges from _____ to _____ @ average monthly charges for
 the type of quarter at Private Party Rates.

Conservancy from _____ to _____

Water charges _____ to _____

Signature of Executive of P&A(TA)

Executive F&A-Pay through Pers.- FSC

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STEEL AUTHORITY OF INDIA LIMITED
SAIL REFRACTORY UNIT
P&A- Town Administration

No P&A/TA/A/20-

Date _____

RENT DEPOSIT ADVICE

Sri/Smt./Ms. _____ (Relationship with the ex-employee) of Late Sri/Smt./Ms. _____
SAIL Per No _____
Deptt _____ applied for EFBS benefit along with quarter
retention facility of Quarter No _____

May please accept the deposit with respect to the above quarter as per the charges given under:

1. Deposit from the date of issue of Deemed NDC to the Date of Commencement of EFBS

- a) Quarter Rent of Rs. _____ @ _____
b) Electricity charges of Rs. _____ @ average monthly flat rate at private party rates.
c) Conservancy of Rs. _____ @ _____
d) Water supply charges of Rs. _____ @ _____
e) Total amount to be deposited Rs. _____

2. Deposit from the date of commencement of EFBS to the end of the Financial Year of current Financial Year:

- a) Quarter Rent of Rs. _____ @ _____
b) Electricity charges of Rs. _____ @ average monthly flat rate at private party rates
c) Conservancy of Rs. _____ @ _____
d) Water supply charges of Rs. _____ @ _____
e) Total amount to be deposited _____

An amount of Rs. _____ {Sl. No. 1(e) + 2(e)} may please be accepted

Signature of Executive of P&A (TA)

Executive of F&A (Estate Accounts)

Handwritten signature

REF.CIRCULAR NO: SRU/PERS/HO/Rules/2021-2744 dated-26/11/ 2021

Annexure-V

(To be issued by P&A-TA in duplicate)



**STEEL AUTHORITY OF INDIA LIMITED
SAIL REFRACTORY UNIT**

P&A- Town Administration

No. P&A/TA/A/NOC/20 -

Date _____

NO OBJECTION CERTIFICATE

Sri/Smt./Ms. _____ (Relationship with the ex-employee) of Late/
Sri/Smt./Ms. _____ SAIL Pers. No. _____
Deptt. _____ has applied for EFBS benefit along with quarter retention
facility of quarter No. _____.

The beneficiary having accepted the terms & conditions for retention of quarter under EFBS,
has made advance payment of rent, electricity and other charges vide Receipt No
_____ Dated _____ amount Rs. _____ for the current
financial year.

Accordingly, EFBS monthly payment for the current financial year 20 ____/Period ____
_____ may be released.

Signature of Executive of P&A (TA)

Executive (F & A/Pay) through Pers.- FSC

Handwritten signature