

No. J1-262/2019/PHQ

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Dated. 18-09-2019

Circular No. 23/2019/PHQ

Sub : Accommodation of IPS officers – Maintenance of IPS quarters
– Conditions of occupation – Orders issued – Reg.

Ref : 1. Order No. J4-47225/2000 dated: 26.04.2002

2. Order No. J3-45341/2016 dated: 15.04.2017

3. G.O (Ms) No. 128/1976/Home dated: 28.09.1976

There are 19 IPS Quarters (including 4 IPS bungalows at Bakthivilasom, 8 IPS Flats at Bakthivilasom, 3 IPS Villas at Bakthivilasom, and 4 IPS Villas at Dilkush compound) have under the control of SPC and their details are furnished below.

1. IPS bungalow no. 1 is situated at DPI Junction, Jagathy and the same is earmarked to SPC. IPS bungalow no. 1 is named as "Baton".

2. IPS bungalow no. 2 is situated behind the IPS bungalow no. 1 and the same is named as "Beret" (earmarked for Commissioner of Police Thiruvananthapuram City).

3. IPS bungalow no. 3 is situated behind the IPS bungalow no. 2 and the same is named as "Cap" (earmarked for Additional/Joint Commissioner of Police Thiruvananthapuram City).

4. IPS bungalow no. 4 is situated behind the IPS bungalow no. 3 and the same is named as "Sword" (earmarked for one staff officer of SPC).

Eight nos. of IPS Flats are situated nearby the wall of Akashavani Nilayam at DPI Junction, Jagathy

5. IPS Flat no. 1 is situated at left side of ground floor and the same is named as "Pamba".
6. IPS Flat no. 2 is situated at right side of ground floor and the same is named as "Chaliyar".
7. IPS Flat no. 3 is situated at left side of 1st floor and the same is named as "Kallada".
8. IPS Flat no. 4 is situated at right side of 1st floor and the same is named as "Chandragiri".
9. IPS Flat no. 5 is situated at left side of 2nd floor and the same is named as "Manimala".
10. IPS Flat no. 6 is situated at right side of 2nd floor and the same is named as "Meenachil".
11. IPS Flat no. 7 is situated at left side of 3rd floor and the same is named as "Kallar".
12. IPS Flat no. 8 is situated at right side of 3rd floor and the same is named as "Neyyar".
13. IPS Villas no. 1 at Bakthivilasom is situated in front of the flats and the renamed as "Kabani".
14. IPS Villas no. 2 at Bakthivilasom is situated in front of the flats and the renamed as "Bhavani".
15. IPS Villas no. 3 at Bakthivilasom is situated in front of the flats and renamed as "Cheruthoni".
16. IPS Villa no. 1 at Dilkush compound is situated behind the Police Headquarters, Vazhuthacaudu, and renamed as "Kallayi".
17. IPS Villa no. 2 at Dilkush compound is situated behind Villa no. 1 at Dilkush compound, and renamed as "Thanirkkudam".
18. IPS Villa no. 3 at Dilkush compound is situated behind Villa no. 2 at Dilkush compound, and renamed as "Edamala".

19. IPS Villa no. 4 at Dilkush compound is situated behind Villa no. 3 at Dilkush compound, and renamed as "Kechery".

In order to make allotment of official accommodation systematically, the following directions are issued.

1. The eligibility for allotment of IPS quarters shall be restricted to the IPS officers working in the Govt. of Kerala at Thiruvananthapuram and their Headquarters is at Thiruvananthapuram. However on lack of applications of IPS officers the quarters will be allotted to non- IPS officers of Thiruvananthapuram of and above the rank of SPs as per the quarter's allotment rules 4-b and 5-c.
2. Allotment will be made on request made to State Police Chief and priority of allotment will be normally on first come first serve basis.
3. The flag officers of Kerala Police, i.e. officers of and above the rank of DIG will have preference in the allotment of Villas. [if more than one officer submits request for allotment of quarters on the same day then the senior officer shall get priority over the junior in such an instance. Similarly on the day of allotment seniors will get preference over juniors].
4. An officer to whom a residence has been allotted under the above guidelines, but did not accept / occupy the same cannot claim the seniority on application against the allotment that was made. The officer has to submit application, afresh for new allotment.
5. The flats are meant for accommodation of IPS officers of Junior Scale, Senior Time Scale and Selection Grade. In exceptional cases the same can be allotted to other senior officers (DIG and above), if quarters are not available for them.
6. The officers who are allotted the residence of the same type in the same locality under these rules may apply to SPC, for the permission to mutually exchange their residence. SPC may grant permission for the mutual exchanges only if both the officers are reasonably expected to be on duty in Thiruvananthapuram and to reside in their mutually exchanged residence for at least six months for the date of approval of such exchange.

7. An officer shall be eligible for only one official residential accommodation at any point of time.
8. If both the spouses are IPS officers working in Govt. of Kerala and posted on official duty at Thiruvananthapuram, then residential accommodation shall be allotted only for one among them.
9. Any dispute relating to allotment, occupying the quarters will be resolved by the SPC, or by appointing an In-house Committee if deemed fit.
10. The senior most amongst the officers (except SPC) occupying the quarters will also be the President of the Resident's Welfare Association of IPS quarters and shall co-ordinate the matters of common interest and ensure proper conduct of the occupants and other matters of common interest.
11. All the occupants of quarters shall remit a caution deposit of Rs. 15,000/- in the bank account created for the Residents Welfare Association of IPS quarters through the Duty Officer, PHQ before accepting key of quarters allotted to them. The same will be refunded after one month from the date of vacating the accommodation, after deducting liabilities if any. This shall apply to the present occupants also.
12. Those who are allotted official accommodations shall not be entitled for HRA, as per rules. So also the officers having earmarked quarters shall not get HRA even if they don't occupy the allotted quarters.
13. The allotment shall be effective from the date of order of allotment or vacation by the existing occupant whichever is earlier.
14. The earmarked quarters should be vacated by the incumbent as quickly as possible to facilitate quick occupancy by the new incumbent officer, but in no circumstances it will be beyond 3 months.
15. In the event any of the earmarked quarters remain unoccupied the SPC can allot the same to an eligible officer after issuing a notice to the officer who is supposed to occupy the earmarked quarters. The decision of SPC shall be final.
16. No officer shall share the residence allotted to him/her or any other premises thereto except with his/her family. The officer shall not

sublet the quarter to any other person and if found so then he/she shall be liable to departmental action.

17. The electricity and water charges of an official residence shall be paid by the occupant, after allotment of quarters from the date of allotment even though the same is not occupied immediately.
18. Charges for water and electricity should be paid by the officer, within the stipulated period to avoid long pending dues.
19. Date of occupation and vacation shall be reported to Estate officer, in writing. The allotment shall be deemed to have been cancelled only after the vacation report from Duty Officer PHQ is received.
20. The officer, to whom a quarter has been allotted, shall maintain the building and premises in good condition.
21. The officer, to whom an accommodation is allotted, shall be personally liable for any damage to the fixture and fittings or services provided therein by the Govt., during his/her occupation.
22. The Electrician, PHQ will be the liaison officer for collecting the water and electricity bills from the IPS quarters. He shall also look after the day to day matters in r/o the quarters.
23. Dues, if any shall be recovered as Govt. dues from the officers concerned.
24. NLC will not be issued to those officers who do not pay the liabilities, if any, in r/o those quarters.
25. No charges from reconnection of electricity will be paid from the Govt. funds.
26. An officer transferred out from Thiruvananthapuram shall vacate the quarters within a period of three months unless retention is sanctioned by the SPC, on specific ground. If the officer occupies the official accommodation or camp office in transferred unit within the said 3 months, the officer shall have to vacate the IPS quarters. If the officer fails to comply the above direction, the officer is liable to pay penal rent.
27. SPC is competent to sanction extension on merit for a period of 6 months or till the end of academic year on usual rate of rent. Further extension shall not be considered on normal course unless due to some extreme hardship (like non availability of quarters at the place

of transfer etc.) or medical ground. If the officer occupies any other official accommodation in the time of extension period, the officer is liable to pay penal rent.

28. Penal rent as per rules shall be recovered from the occupant for the period of unauthorized occupation of the quarters after one week from the date of issue of order for vacating the residence unless his representation/request is pending for disposal with SPC.
29. No structural changes shall be made by any occupying officer. If such structural change is inevitable, the written permission to be obtained from the SPC.
30. AAIG PHQ shall be the Estate officer of these quarters. He shall be responsible for safe keeping of keys of the vacant quarters, making arrangements for repair, maintenance etc.
31. Duty officer PHQ shall assist the Estate officer for the safe keeping of keys of the vacant quarters, making arrangements for repair, maintenance etc.
32. Sufficient Security arrangements will be provided by the Estate officer and Duty officer PHQ.
33. Electricity and cleaning charges of common areas in flats shall be divided among residents and paid in time.

All the above instructions / guidelines are to be complied with by all concerned.

hw 18/9/2019
Loknath Behera
State Police Chief

To: 1. All Occupants of IPS quarters.
2. AAIG and Duty officer PHQ for necessary action.

Copy to: All Officers in list B