

**National Highways & Infrastructure Development Corporation Limited**  
A Public Sector Undertaking under the Ministry of Road Transport & Highways, Govt. of India

3<sup>rd</sup> Floor PTI Building,  
4 Parliament Street,  
New Delhi 110001  
Dated: 01 June 2015

F.No.NHIDCL/HQ/BoD-3/2014-15/

OFFICE ORDER

Competent Authority has approved the following entitlement for leased house or flat in respect of officers and employees of NHIDCL.

**1. Short title, commencement and application:**

- (i) These regulations may be called the National Highways & Infrastructure Development Corporation Limited (Housing Allowance) Regulations, 2015.
- (ii) They shall come into force from the date of notification with retrospective effect from the date of joining of the concerned official.
- (iii) They shall apply to all officers and employees in whole time employment of the Company and staff employed on contract basis.

**2. Definitions:**

In these regulations, unless the context otherwise requires;

- (a) Classification of Cities shall be as per extant rules of GoI in this regard
- (b) Committee means a committee constituted under regulation 4.
- (c) Competent Authority means a Managing Director or any other officer authorised as such by NHIDCL in this behalf.
- (d) Headquarter in relation to an officer or employee means the city or town in which the officer or employee has been posted for the time being.
- (e) "Officer or employee" means any person who is in whole time employment of NHIDCL including staff and the staff appointed on contract basis.
- (f) "Self Lease" means lease for a house to be used as residence of an officer or employee of NHIDCL, who himself or his near relative is also the owner of the house which is subject matter of the lease.
- (g) "NHIDCL Lease" means lease for a house to be used as residence of an officer or employee of NHIDCL, where house which is subject matter of lease is owned by any person other than an officer or employee of NHIDCL for whose residence the house is being leased.
- (h) "License Fee" mean recovery to be made from the salary of the employee for providing accommodation on the basis of self lease or NHIDCL lease.

**3. Hiring of Accommodations**

- (a) The NHIDCL may from time to time take residential accommodation on rent or lease and allot the same to eligible officers or employees.

- (b) Before hiring or leasing any house or flat, the Competent Authority or DGM (HR) / Manager (HR) shall execute an agreement in **Form I** annexed to these regulations.
- (c) An officer or employee, who owns a flat or house in name of the member of his family in the vicinity of his headquarter may also enter into a self lease agreement in **Form – II** annexed to these regulations in relation to such flats or house with NHIDCL.

**4. Committee**

- i. For the purpose of assessing the housing requirement of the officers and employees, and making allotment of leased accommodation, there shall be a committee comprising of officers of the NHIDCL as constituted by the Managing Director or a officer authorised by NHIDCL in this behalf.
- ii. The Committee constituted under sub-regulation 1 shall :
- (a) Assess the housing requirement of it's officers and employees.
- (b) Determine the rental value of house/ flat offered to the NHIDCL for lease/ rent including the house/ flat offered for self lease.
- (c) The committee after examination of the matter placed before it shall forward its recommendations to the Competent Authority.

**5. Permissible value of leased accommodation**

Maximum Permissible lease amount based upon the pay band and depending upon place of posting shall be as under-

Pay band	Grade pay	Ceiling Limits				(Amount in Rs.) License Fee	
		A-1 city (40 %)	B city (25 %)	C city (17.5 %)	Unclassified (15%)	Self- lease	NHIDCL Lease
80000- fixed (Apex Scale)	-	32000	20000	14000	12000	7300	730
67000-79000 (HAG scale)	-	31600	19800	13900	11900	7300	730
37400-67000	10000	30800	19300	13500	11600	6220	630
37400-67000	8900	30400	19000	13300	11400	6110	620
37400-67000	8700	30300	18900	13200	11400	6090	610
15600-39100	7600	18700	11700	8200	7100	3500	350
15600-39100	6600	18300	11500	8000	6900	3400	340
15600-39100	5400	17800	11200	7800	6700	3280	330
9300-34800	5400	16100	10100	7100	6100	2750	280
9300-34800	4800	15900	9900	7000	6000	2690	270
9300-34800	4600	15800	9900	7000	6000	2670	270
9300-34800	4200	15600	9800	6700	5900	2630	270
5200-20200	2800	9200	5800	4100	3500	1550	160
5200-20200	2400	9100	5700	4000	3400	1510	160
5200-20200	2000	8900	5600	3900	3400	1470	150
5200-20200	1900	8900	5600	3900	3400	1460	150
5200-20200	1800	8800	5500	3900	3300	1450	150

**Note:**

(i) All figures except license fee deduction have been rounded off to the next rupees hundred. License fee deduction has been rounded off to next Rs.10/-.

(ii) All Group D employee will be eligible for lease rent accommodation as per PB – I even during their transitory phase in pay band-1S.

(iii) License fee recovery has been fixed @ 10% of average of minimum and maximum of pay band + grade pay for self-lease and @ 1% for NHIDCL lease, except in the case of basic pay Rs. 80,000/- (fixed) in whose case license fee as applicable to HAG Scale (67000-79000) has been fixed.

**4- Entitlements for House repairs-**

In addition to the above entitlements, the officers and employees will be paid two months' rent each year towards petty repairs of the premises occupied by them. The amount shall be reimbursed half yearly on pro-rata basis as per rates prevailing for the last month of the half year in October (April-September) and in April (October- March). The claim may be made in the format given in **Form-A** (Annexed).

**5-House Rent Allowance without production of rent receipt: -**

An officer or employee who has not been provided with a residential accommodation by NHIDCL shall be eligible to be granted House Rent Allowance at the rate of thirty per cent of the basic pay if the place of posting of such officer or employee is in Delhi or Bombay or Chennai or Kolkata and twenty –five per cent of the basic pay if place of posting of such officer or employee happens to be in any other city, without the production of rent receipt from the landlord.

**6-Recovery of Rent: -**

Where an officer or employee has been provided with residential accommodation on self-lease, a monthly recovery of 10% of the average of his pay band *plus* Grade pay shall be made from his salary and in case of NHIDCL lease, a monthly recovery of 10% of the rate prescribed for recovery for self-leased accommodation shall be made as his contribution towards the rent and he shall not be entitled to any House Rent Allowance admissible under the regulation.

**7-Residuary matter: -**

Matters with respect to which no specific provision has been made in NHIDCL regulations shall be regulated in accordance with the guidelines issued by the Department of Public Enterprises with regard to the payment of House Rent Allowance to the employees of the Central Public Enterprises, as amended from time to time.

**8- Power to interpret: -**

If any question arises regarding the interpretation of any or all the provisions of these regulations, the decision of the Managing Director, NHIDCL shall be final.

**9- Power to relax: -**

The Managing Director, NHIDCL may relax any or all the provisions contained in these regulations, after recording reason for relaxing in writing.

Forms required for the purpose are annexed for reference.

(Sanjay Jaju)  
Director (A & F)

Copy to:-

- (1) Executive Director(P)/Executive Director 1
- (2) General Manager(P)/DGM(P)-Branch Offices of NHIDCL
- (3) PS to Managing Director
- (4) IT cell for uploading on E-access
- (5) Guard File.

**FORM -I**  
**RENT DEED [LEASE AGREEMENT]**

This Lease Deed made in Delhi on \_\_\_\_\_ Between: \_\_\_\_\_  
owner of H No \_\_\_\_\_ and resident of House/Flat No \_\_\_\_\_  
\_\_\_\_\_ hereinafter called Lessor [which assigns] on  
the ONE PART and the National Highways & Infrastructure Development Corporation  
Limited(NHIDCL), (CIN-U45400DL2014GOI269062) a Company incorporated under Companies  
Act,2013 having Registered Office at Room No.509, Transport Bhavan, 1-Parliament Street, New  
Delhi-110001 and Corporate Office at 3<sup>rd</sup> floor, PTI Building, 4-Parliament Street New Delhi-  
11001.Through Dy. General Manager (HR) / Manager (HR), hereinafter called the Lessee [which  
expression shall include its successors and assigns] on the OTHER PART for the exclusive residential  
use of.....(Name & Designation) an employee of NHIDCL.

WHEREAS the Lessor has agreed to lease out the aforesaid Flat/House to the NHIDCL

AND WHEREAS NHIDCL has agreed to take on lease the said Flat/House for the bona fide use of  
(Name & Designation) for residential purpose.

**NOW TRU RENT DEED WITNESSETH AS UNDER**

That the Lessor hereby leases to the Lessee the residential accommodation in House/Flat No.  
\_\_\_\_\_ consisting purely for the residential use by the said \_\_\_\_\_ -  
together with all built-in fittings and fixtures under the following terms and conditions:

- [a] That lessee agrees to pay to the lessor in advance by the 10th of each month a monthly rent of  
\_\_\_\_\_ I- [Rupees \_\_\_\_\_]
- [b] That the above rent includes House Tax, Ground Rent and another taxes payable by the Lessor to  
any municipal body or local authority in respect of the aforesaid Flat House.
- [c] That the lessee shall directly pay water and electricity charges according to meter readings as per  
bills of concerned authorities, under intimation to the Lessor.
- [d] That the lessee shall be liable to bear the cost of breakages, damages to the sanitary, electrical and  
other fittings and fixtures during the lease period.
- [e] That the Lessee shall not make any structural additions or alterations without the written  
permission of the Lessor
- [f] That the Lessee shall not sublet the premise in whole or any part thereof without the written  
permission of the Lessor and at the time of vacating the premises will hand over vacant possession of  
the premises to the Lessor or his authorized agent.
- [g] That at the time of occupation, the Lessee shall ensure that all sanitary, electrical and other fittings  
and fixtures are in perfect order and shall be responsible to restore them in the conditions in which  
they have been taken over, natural wear and tear excepted.
- [h] That the Lessee shall allow the Lessor or his authorized agent to enter the said premises at  
reasonable hours and after reasonable notice and when necessary for inspection, repairs etc.

[i] That the Lessor shall carry out necessary repairs and maintenance of the premises during the lease period.

[j] That during the currency of this lease agreement, the Lessee shall have the right to vacate the premises by giving a minimum of one month's notice in writing.

2. That the lease is for a period commencing from .....to ..... The Lessee shall give vacant possession of the premises to the Lessor after expiry of the said period in reasonably good condition.

3. In the event of Mr/Ms. .... Ceasing to be in employment of NHIDCL or is transferred from New Delhi the Lessee shall forthwith inform the Lessor and shall arrange to hand over vacant possession, agreement shall terminate.

IN WITNESS WHEREOF the parties have set and subscribed their hand in presence of the witnesses mentioned herein below.

LESSOR

LESSEE

Dy. General Manager (HR) /Manager (HR)

NHIDCL

WITNESSES: 2

1. \_\_\_\_\_

2. \_\_\_\_\_

**FORM-II**  
**SELF- LEASE AGREEMENT**

This lease Deed made in Delhi on .....between Mr.....an officer / employee of  
NHIDCL and owner of Flat/House  
\_\_\_\_\_, hereinafter called the lessor  
(which expression shall include his/her heirs, successors and assigns) on the ONE PART and the  
National Highways & Infrastructure Development Corporation Limited(NHIDCL) (CIN-  
U45400DL2014GOI269062) a Company incorporated under Companies Act,2013 having Registered  
Office at Room No.509, Transport Bhavan,1,Parliament Street,New Delhi-110001 and Corporate  
Office at 3<sup>rd</sup> floor, PTI Building, 4 Parliament Street New Delhi-11001, through its Deputy General  
Manager (HR) / Manager (HR) hereinafter called the lessee (which expression shall include its  
successors and assigns) on OTHER PART.

NOW TRU RENT DEED WITNESSETH AS UNDER

That the Lessor hereby leases to the Lessee the residential accommodation in House/Flat No.  
\_\_\_\_\_ consisting purely for the residential use by the said \_\_\_\_\_ -  
together with all built-in fittings and fixtures under the following terms and conditions:

- [a] That lessee agrees to pay to the lessor in advance by the 10th of each month a monthly rent of  
\_\_\_\_\_ I- [Rupees \_\_\_\_\_ ]
- [b] That the above rent includes House Tax, Ground Rent and another taxes payable by the Lessor to  
any municipal body or local authority in respect of the aforesaid Flat/House.
- [c] That the lessee shall directly pay water and electricity charges according to meter readings as per  
bills of concerned authorities, under intimation to the Lessor.
- [d] That the lessee shall be liable to bear the cost of breakages, damages to the sanitary, electrical and  
other fittings and fixtures during the lease period.
- [e] That the Lessee shall not make any structural additions or alterations without the written  
permission of the Lessor
- [f] That the Lessee shall not sublet the premise in whole or any part thereof without the written  
permission of the Lessor and at the time of vacating the premises will hand over vacant possession of  
the premises to the Lessor or his authorized agent.
- [g] That at the time of occupation, the Lessee shall ensure that all sanitary, electrical and other fittings  
and fixtures are in perfect order and shall be responsible to restore them in the conditions in which  
they have been taken over, natural wear and tear excepted.
- [h] That the Lessee shall allow the Lessor or his authorized agent to enter the said premises at  
reasonable hours and after reasonable notice and when necessary for inspection, repairs etc.

[i] That the Lessor shall carry out necessary repairs and maintenance of the premises during the lease period.

[j] That during the currency of this lease agreement, the Lessee shall have the right to vacate the premises by giving a minimum of one month's notice in writing.

2. That the lease is for a period commencing from .....to ..... The Lessee shall give vacant possession of the premises to the Lessor after expiry of the said period in reasonably good condition.

3. In the event of Mr/Ms. .... Ceasing to be in employment of NHIDCL or is transferred from New Delhi the Lessee shall forthwith inform the Lessor and shall arrange to hand over vacant possession, agreement shall terminate.

IN WITNESS WHEREOF the parties have set and subscribed their hand in presence of the witnesses mentioned herein below.

LESSOR

LESSEE

Dy. General Manager (HR) / Manager (HR)

NHIDCL

WITNESSES: 2

1. \_\_\_\_\_

2. \_\_\_\_\_



FORM-A

See NHIDCL (House Rent Allowance & Leased Accommodation) Regulation 2015

I certify that I have incurred an expenditure of Rs: \_\_\_\_\_  
(Rupees \_\_\_\_\_) on petty repairs on  
the accommodation hired under the NHIDCL (House Rent Allowance & Leased accommodation)  
Regulation, 2015. The details of the claim are as under:-

1. Period of claim  
April –September, 20\_\_  
October-March, 20\_\_
  
  2. Month of Claim  
October, 20\_\_  
April, 20\_\_
  
  3. Name & Designation  
\_\_\_\_\_
  
  4. Type of Lease  
NHIDCL Lease/Self Lease
  
  5. Present lease period  
From \_\_\_\_\_ to \_\_\_\_\_
  
  6. Rate of lease in last month (i.e., in  
September for April-September & in  
March for October-March)  
Rs \_\_\_\_\_
  
  7. Amount of Expenditure  
Rs \_\_\_\_\_
  
  8. Claim restricted to  
Rs \_\_\_\_\_
- Reimbursement as per rules may please be made to me.

(Signature of the Officer)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date : \_\_\_\_\_

**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED**  
**Application for Company — Lease Accommodation**

1. Name \_\_\_\_\_ Designation \_\_\_\_\_  
 a) Regular \_\_\_\_\_ b) Deputation \_\_\_\_\_ c) Long Term Contract \_\_\_\_\_

Present Tenure up to (deputation/contract) \_\_\_\_\_

2. Date of Joining NHIDCL \_\_\_\_\_ Place of Working/Division \_\_\_\_\_

3. Pay (Pay Band) \_\_\_\_\_ Grade Pay \_\_\_\_\_

4. Rent entitlement of the applicant: Rs. .... per month for availing lease facility

5. Details of Existing Lease and Proposed lease:

Particular	Present Lease If any	Proposed Lease applied for
Self/Company		
Address of premises taken / Proposed to be taken on Lease		
Name and Address of property owner		
Rent approved / proposed per month (within in entitlement) (in Rs.)	Rs. _____	Rs. _____
Period of Lease	From _____ to _____	From _____ to _____

6. (i) Relationship with the owner, if applicable: \_\_\_\_\_

(ii) Whether dependent on the applicant:

(iii) If dependent. Income of dependent from all sources: Rs. \_\_\_\_\_

7. The landlord is agreeable to the NHIDCL's standard terms and Conditions of lease agreement. The Lease Agreement duly signed by him is submitted duly witnessed by me. The undertaking/willingness of the house owner is also enclosed.

8. I hereby undertake that

(i) I have arranged and occupied the accommodation as proposed in column At Sl.No.05 above for my own residential use, on lease through NHIDCL. The rent being charged by the house owner for this accommodation @ Rs \_\_\_\_\_ per month is reasonable as per prevailing market rates of the area and is within my entitlement.

(ii) I am not claiming/ availing anything extra of this lease arrangement.

(iii) The full amount of electric and water charges for the lease accommodation will be borne by me and paid to the concerned authorities.

(iv) I will inform NHIDCL in advance for vacation of the leased premises on leaving the services of NHIDCL and/or on my transfer outside Delhi,

9. It is certified that:-

(i) My spouse is not working in any Govt. organization/PSIJ/autonomous body/local body etc.; or

(ii) My spouse Mr./ Mrs ..... is working as..... in .....which is a Government organization/PSU/autonomous body/local body etc He/she has not been allotted any Government Accommodation either by the Directorate of Estates or by his/her employer.

10. The ownership of the accommodation is in the name of Mr./Mrs./Ms..... and I am enclosing true photocopies of either of following as proof of owner-ship. The PAN No. of Lessor (House Owner) is

- a) Title Deed
- b) Power of Attorney
- c) Possession Letter/Slip
- d) Latest Paid House Tax Receipt
- e) Latest Water Bill Receipt issued by Delhi Jai Board or concerned Govt. Authorities f) Letter issued by President/Secretary of the society certifying ownership (in case of flat of Group Housing Society).

11. I do hereby declare that the information given above is true to the best of my knowledge and I have not concealed or withheld anything in this respect and in case the above facts are found incorrect at any time, I shall be held responsible for the same including any financial recoveries.

Signature .....

Name .....

Designation .....

Division .....

Date.....

To:

Dy. General Manager (HR) / Manager (HR)

WILLINGNESS/UNDERTAKING FROM HOUSE OWNER

1. I am the owner of H.No./Flat No. ....

2. I am willing to lease my above mentioned accommodation for residential purpose of Sh./Smt. ....through NHIDCL for a period of ..... years..... months w.e.f.....

3. Monthly rent is Rs..... which may be paid by NHIDCL as per lease agreement enclosed.

4. My PAN number (mandatory, if rent is more than Rs.10, 000/- per month) is.....

Signature.....

Name .....

Address.....

.....

.....

New Delhi

Date:

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION  
LIMITED

Application for Self — Lease Accommodation

1. (a) Name \_\_\_\_\_ Designation \_\_\_\_\_  
(a) Regular \_\_\_\_\_ Present Tenure up to \_\_\_\_\_  
(b) Deputation \_\_\_\_\_  
(c) Long Term Contract \_\_\_\_\_
2. Date of joining \_\_\_\_\_ Place of working /Division \_\_\_\_\_
3. Pay (Pay Band) \_\_\_\_\_ Grade Pay \_\_\_\_\_
4. Rent entitlement of the applicant: Rs \_\_\_\_\_ per month for availing lease facility.
5. Details of Premises for which self-Lease is proposed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. I hereby undertake that:-  
(i) I have arranged and occupied the accommodation as proposed in column at Sl. No. 05 above for my own residential use, on self-lease. The rent being charged as self-lease for this accommodation @ Rs \_\_\_\_\_ per month is responsible as per prevailing market rates of the area and is within my entitlement.  
(ii) I am not claiming/ availing anything extra for this lease arrangement.  
(iii) The full amount of electric and water charges for this lease accommodation will be borne by me and paid to the concerned authorities.
7. It is certified that:-  
(i) My spouse is not working in any Govt. Organization, PSU, Autonomous local bodies etc.  
(ii) My \_\_\_\_\_ spouse \_\_\_\_\_ Mr/Ms. \_\_\_\_\_ is \_\_\_\_\_ Working \_\_\_\_\_ as \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Which is a Govt. Organization / PSU/ Autonomous body/ local body etc. And has also not been allotted any Govt. Accommodation either by the Directorate of Estates or by his/her office.
8. The ownership of the accommodation is in my name or is in the name of my spouse Mr/Ms. \_\_\_\_\_ and I am enclosing true photocopies of \_\_\_\_\_ either of the following as proof of owner-ship. The PAN No. of lessor (house Owner) is \_\_\_\_\_

- (a) Title Deed
  - (b) Power of Attorney
  - (c) Possession Letter/slip
  - (d) Latest Paid House Tax Receipt
  - (e) Latest Water bill Receipt issued by Delhi Jal Board or concerned Govt. Authorities.
  - (f) Letter issued by President's secretary of the society certifying ownership (in case of that of Group Housing Society).
9. I do hereby declare that the information given above is true to the best of my knowledge and I have not concealed or withheld anything in this respect and in case the above facts are found incorrect at any time, I shall be responsible for the same including any financial recoveries.

Signature\_\_\_\_\_

Name  
\_\_\_\_\_

Designation  
\_\_\_\_\_

Division\_\_\_\_\_

Date\_\_\_\_\_

To:

Dy. General Manager (HR) / Manger (HR)

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

Subject: Request for the cancellation of Self / Company lease agreement –reg.

1. On my request, the Lease Agreement was executed with the owner of flat H. No..... for my residential use as self / Company lease facility for the period from ..... To ..... Vide NHIDCL Officer Order No. .... Dated ..... (Copy enclosed).
2. Now, I request to cancel the said lease agreement w.e.f. .... for the reason that..... The matter has been discussed with the house owner for premature termination of the lease agreement. The NOC of house Owner for premature termination of said lease agreement is enclosed.
3. I also undertake that if any financial implication arises due to premature termination of lease agreement, the same shall be borne by me.
4. On premature termination of said lease agreement I will avail HRA / Self / Company Lease facility for Flat / H.No. .... The requisite document for the new lease accommodation are enclosed / shall be submitted separately.

Signature.....

Name.....

Designation.....

Date .....

Mob. /Extn. No.....

To,

DGM (HR) / Manger (HR)

### CHECK LIST

(to be submitted along with every lease proposal for hiring residential accommodation on Company/self-lease)		
S. No	Particulars	
1.	Name of Applicant	
2.	Designation	
3.	Nature of existing Lease Company/Self	Company/Self
4.	Period of existing Lease	
5.	Nature of proposed lease Company/Self	Company/Self
6.	Period of proposed lease	
7.	Date of purchase of Stamp Paper	
8.	Declaration regarding spouse is not provided within government accommodation is attached.	Yes/No
9.	Willingness of land lord (in case of Company Lease)	Yes/No
10.	Lease Agreement duly signed by the House Owner	Yes/No
11.	Proof of House Ownership as mentioned in Lease Application	Yes/No
12.	House owner PAN card copy, if applicable	Yes/No
13.	Details of bank account like- account no., IFSC code, Bank name and branch for transfer of lease rent given	Yes/No
14.	Copy of existing lease, if any	Yes/No
15.	In case of foreclosure of existing lease NOC from landlord/ one month notice given to landlord	Yes/No
16.	Whether Lease Application has been signed by the Officer/ Staff	Yes/No
17.	Date of receipt in Admn. Division	

Signature of Applicant