

GOVERNMENT QUARTERS

1. Classification

1:1 The term " Government Quarters " includes any type of accommodation at the disposal of the Government and allocated for the purpose of residence.

1:2 All Government Quarters will fall under the classification " Departmental Quarters " or " General Service Quarters ".

2. Departmental Quarters

Departmental Quarters are those which are assigned to a particular post or grade within a Department and have been specifically constructed for any one of the following reasons :—

2:1 The need for officers who are regarded as being on duty at all hours of the day, to reside in proximity to their place of work, e.g., Police Officers.

2:2 The undesirability of certain classes of officers entering into contractual relationships or being under any obligation to private landlords in view of the character of their normal duties, e.g., Judicial Officers.

2:3 The lack of suitable private houses for officers in remote areas—for instance, officers of the Irrigation Department, stationed at a remote worksite.

2:4 The need to keep a group of officers together for purposes of discipline and control, e.g., houses and barracks for personnel of the Armed Services ; houses provided for officers employed in a quarantine camp within the camp in order to minimise the risk of their carrying infection.

2:5 The need to provide housing for employees in large workshops, factories, etc., in close proximity to their place of work.

3. General Service Quarters

All quarters not falling within the definition of Departmental Quarters will be classed as General Service Quarters.

4. Construction of Quarters

4:1 The construction of all General Service quarters outside the city of Colombo will be under the direction of the Government Agent of the District. He will, in consultation with his Local Heads of Departments, submit, from time to time, to the Director-General of Public Administration proposals for the construction of General Service quarters to meet the requirements of Public Servants stationed within his District.

4:2 The construction of Departmental Quarters will be a function of the particular Department concerned.

4:3 All Government Quarters constructed in the future will conform to the type plan appropriate to its grade, as defined in para 5 below. The appropriate type plans for each grade are specified in Sessional Paper XIX of 1952.

4:4 All existing quarters should be graded in accordance with the scheme of grading in para 5.

5. Grading of Quarters

All Government Quarters will be graded in relation to the categories of officers who will be eligible to them, according to the scheme given below :

- Grade 1—Staff Officers whose consolidated salary exceeds Rs. 17,040 per annum ;
- Grade 2—Staff Officers whose consolidated salary does not exceed Rs. 17,040 per annum ;
- Grade 3—Clerical Officers and other Officers of parallel grades whose consolidated salary exceeds Rs. 8,040 per annum ;
- Grade 4—Clerical Officers and Officers of parallel grades whose consolidated salary exceeds Rs. 5,016 but does not exceed Rs. 8,040 per annum ;
- Grade 5—Clerical Officers and Officers of parallel grades whose consolidated salary does not exceed Rs. 5,016 per annum ;
- Grade 6—Senior Artisan and other Minor grades on consolidated salary scales approximately in the range : Rs. 2,910—Rs. 4,530 per annum ;
- Grade 7—Junior Artisan and other Minor grades on consolidated salary scales approximately in the range : Rs. 2,100—Rs. 3,420 per annum ;

6. Allocation

General Service Quarters and, as far as is possible and applicable, Departmental Quarters will be allocated on the following principles :—

6:1 *Eligibility* : The following categories of officers will not generally be entitled to General Service Quarters unless any are available after the demands of the others have been met :—

- 6:2 Officers eligible for Departmental Quarters.
- 6:3 Field Officers who need not be based at their Headquarters Station.
- 6:4 Single Officers (i.e., bachelors, widowers with no children, legally separated officers not having custody of any children).
- 6:5 Those who own, or whose spouses or minor children own houses within a certain radius of their station (to be determined by each allocating authority in relation to transport facilities, etc., in the different Districts).
- 6:6 Non-transferable officers.

6:7 Married officers whose families are not resident with them, unless the officer intends to bring his family into residence in the quarters on it being allocated to him. (In such an event a condition of the allocation will be that he will bring his family into residence within a stipulated period; he should be ordered to vacate if he fails to do so.)

6:8 An officer will be considered eligible only for the grade of quarters appropriate to his post, salary or grade as determined in paragraph 5. If, while an application is pending he becomes eligible to a different grade of quarters, paragraph 8:7 will apply.

6:9 An officer may be allocated quarters of a grade not appropriate to him if there are no other applicants eligible to it.

7. Criteria for Selection

The following considerations will form the basis for selection from among those who are eligible :—

- 7:1 Period of stay on the waiting list.
- 7:2 Number of children (sons under 18 years of age and unmarried daughters only).
- 7:3 Living conditions if particularly bad and distance from place of work of an officer living in a rented house.
- 7:4 Whether the officer's normal duties require that he should reside in close proximity to his place of work or be available regularly or frequently at night.
- 7:5 Whether the officer is permanent or temporary.
- 7:6 Any other special considerations (i.e., a serious physical impediment which makes it difficult for an officer to walk or travel).
- 7:7 All other things being equal, seniority will be the deciding factor.
- 7:8 The Allocating Authority will devise a scheme of points to give effect to these considerations (such a scheme is shown in Appendix 1 which may be adapted by the Allocating Authority to suit local conditions in the Districts).

8. Method of Selection

8:1 Standard application forms should be devised by the Allocating Authority so as to elicit information on all the matters to be considered in the selection, as listed above and any others of local application. They should be made available to all Departments and Sub-Offices in the District.

8:2 Applications should be made through the Head of Department or Sub-Office where an officer is employed and it will be the responsibility of that Head to certify to the correctness of the particulars furnished.

8:3 The application form should provide for a declaration by the officer to the effect that the particulars furnished by him are correct, and that he is aware of his liability to disciplinary action for making a false declaration.

8:4 All applications will be registered on a " Waiting List " by the Allocating Authority as soon as they are received.

8:5 Separate Waiting Lists will be maintained for each different grade of quarters.

8:6 Registration will not be made in anticipation of an appointment, promotion, transfer or increase of salary or before an officer actually assumes duties in a new post, grade or station.

8:7 When an officer on the waiting list for a particular grade of quarters becomes eligible for quarters of a different grade by virtue of increase in salary, etc., he should apply to have his name transferred to the waiting list appropriate to his new position. Except where such a transfer is into Grades I or II from any of the grades below II or into Grades III, IV and V from any of the grades below V, he will carry with him the number of points earned by him for the period of wait on the original waiting list (that is to say that the date of registration on the new list will be the same as the date of registration on the original list).

8:8 The points an officer has earned according to the scheme should also be shown on this register and aggregated immediately before any quarters are due to fall vacant.

8:9 This register should be made available for inspection before selections are made so that an officer can ascertain for himself the correctness of the points allotted to him and the particulars registered. It will be his responsibility to bring to the notice of the Allocating Authority any changes regarding himself or any wrong information supplied by other applicants.

8:10 Where an officer refuses to accept quarters allocated to him, he will be placed at the bottom of the waiting list.

9. Housing Committees

9:1 The Allocating Authority may, if he considers it necessary, constitute and consult a Housing Committee in the matter of making selections. A Housing Committee may recommend deviations from the points system only where the mechanical application of this system results in a grave and obvious injustice.

9:2 The Allocating Authority may deviate from the principles of selection outlined above for very special reasons.

10. Conditions of Tenancy

10:1 The period of tenure in respect of Grade I and Grade II quarters will be *three* years and in respect of Grades III to VII, *five* years.

10:2 Subletting quarters or the keeping of paying guests and boarders is strictly prohibited.

10:3 An officer leaving the Island on long leave should vacate quarters unless there are special reasons for his being unable to do so (i.e., because his family continues to be in occupation, etc.) In such cases the Allocating Authority may consider waiving this condition after taking into account the circumstances of the case.

10:4 Officers in occupation of Quarters should inform the Allocating Authority when they cease to be eligible to continue in occupation, as a result of an increase in salary, promotion, transfer, retirement, etc. Failure to do so would subject the officers to the penalties in para 11 as from the date on which they cease to be eligible.

10:5 Officers shall vacate quarters at the end of the period of tenure or when ordered to do so by the Allocating Authority.

11. Penalties

11:1 If an officer fails to vacate quarters when ordered to do so he shall be evicted under the Government Quarters (Recovery of Possession) Act, No. 7 of 1970.

11:2 He will also be charged a penal rent for each month he overstays his tenure. The penal rent will be a sum equivalent to the current open market rent of the quarters as assessed by the Chief Valuer plus the rent element of the officer's consolidated salary.

11:3 He will in addition be surcharged with any loss or extra expenditure sustained by Government as a result of his failure to vacate the quarters and deliver vacant possession.

11:4 Any breach of these conditions or any other conditions laid down by the Allocating Authority will also render the officer liable to disciplinary action.

12. This Circular supersedes the Treasury Circulars listed in Appendix II.

(Sgd.) H. S. WANASINGHE,
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16th October, 1970.

APPENDIX I

[7:8]

Model Scheme of points for the Guidance of Allocating Authorities

1. For each month on the waiting list 1 point
2. For each child living with the applicant (sons under 18 years of age and unmarried daughters) 1 point up to a maximum of 6 points
3. For unsatisfactory housing conditions, i.e., all living conditions and distance from place of work 1—3 points
4. Officers whose normal duties require that they reside in close proximity to their place of work and are available regularly or frequently at night 1—3 points
5. Temporary officers Deduct 12 points
6. Where the number of points are equal, seniority will be the deciding factor.

APPENDIX II

[12]

List of Treasury Circulars superseded:—

1. Treasury Circular No. 30 of 4.10.1952.
2. Treasury Circular No. 222 of 10.3.1955.
3. Treasury Circular No. 284 of 16.1.1956.
4. Treasury Circular No. 301 of 13.3.1956.
5. Treasury Circular No. 363 of 26.2.1957.
6. Treasury Circular No. 399 of 7.9.1957.
7. Treasury Circular No. 598 of 23.1.1963.