

THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.
(A Government of Rajasthan Concern)
JAIPUR

HOUSE RENT ALLOWANCE RULES

In accordance with the decision taken by the Board of Directors in their 198th meeting held on 17.3.88, the Rules governing payment of House Rent Allowance (H.R.A) to the Corporation Employees are hereby issued:

1. SHORT TITLE AND COMMENCEMENT:

1. These Rules may be called the "Rajasthan Small Industries Corporation Service (House Rent Allowance) rules, 1987.
2. These shall be deemed to have come into force with effect from 1st June, 1987.

2. APPLICABILITY:

Unless otherwise expressly provided herein these Rules shall apply to all employees of the Corporation other than the following:-

- a. those employed on daily wages or on consolidated salary or on contract, unless the terms of contract specifically provide for application of these Rules.
- b. those whose pay & allowances are determined by any wage board under the Industrial Disputes Act, 1947 or by an agreement entered into with the workers union.
- c. those on deputation, unless they opt for payment of H.R.A. under these Rules according to their terms of deputation.

- d. Chairman / Chief Executive will be governed by separate Rules / other as per guidelines of the Bureau of Public Enterprises, Govt, of Rajasthan.

3. **DEFINITIONS:**

In these Rules, unless the context otherwise requires:-

- a. "Pay" means pay as defined in Rule 5 (27) of Rajasthan Small Industries Corporation Service Rules, 1972.
- b. **Rent means:**
 - a. the amount paid by a Corporation Employee in consideration of the accommodation occupied by him as a tenant; or
 - b. the gross rental value as assessed for municipal purposes or otherwise if he resides in the accommodation of his own.
- c. "Govt." means the Govt. of Rajasthan.
- d. "Family" means family as defined in Rule 5 (11) of Rajasthan Small Industries Corporation Service Rules, 1972.

4. **WHEN NOT ADMISSIBLE:**

The house rent allowance shall not be admissible to an employee:

- a. who is occupying accommodation be belonging to Govt./Corporation or hire or got allotted by the Corporation from any Govt. or any other person, or
- b. who shares the accommodation allotted rent free to another Government / Corporation employee or who resides in

accommodation allotted to his / her spouse / or to his / her parents / son / daughter, or

- c. If accommodation at the same station has been allotted to self or spouse by the Corporation or any other person for residential purposes.

5. **WHEN ADMISSIBLE:**

- a. Unless otherwise expressly provided herein, the house rent allowance will be admissible at the rates mentioned in rule 8 of these rules as a matter of routine alongwith salary without submission of receipt of rent paid or rental valuation certificate of own house as he case may be .
- b. If both husband and wife are living at the same station, only one of them shall be entitled to claim house rent allowance.

6. **EMPLOYEES OCCUPYING ACCOMMODATION HIRED / OWNED BY CORPORAITON:**

- a. If an employee is provided with a residential accommodation by the Corporation, whether hired or its own, no house rent allowance shall be payable to him / her. Instead recovery of house rent @ 6% of his pay shall be made from his/her salary every month. In addition to such deduction from salary, water, light and power charges shall be paid by the occupant as per the meter reading or as may be fixed by the Corporation.

- b. Residential accommodation can be hired by the Corporation (lease-deed could be in the name of the Corporation. or of the employee depending upon the arrangements) at rent not exceeding the following limits at percentage of the maximum of pay scale of the occupant/ employee concerned:

Revised @

Category	'A' place:	30%	35
Category	'B' place:	25%	30
Category	'C' place:	20%	22 1/2
Category	&'D' place	15%	15

The Chief Executive of the Corporation shall, however, have the discretion of crossing the above limits upto 5% in specific cases, recording reasons therefor. Where an employee prefers the Corporation's hired accommodation, rental of which exceed the above limits the difference between rental paid and above, prescribed limit shall be borne by the employee himself in addition to the recovery of house rent under Rule 6 (a) of these Rules.

- c. Where an existing residential accommodation has been hired at rental exceeding the limits mentioned in 6 (b) above, the present arrangement may continue till the incumbent is changed.

7. CATEGORY OF PLACES

For the purpose of these rules, the places shall be categorized as under:

Category 'A' -Towns having population exceeding 16 (sixteen) lakhs.

Category 'B' -Towns having population exceeding 4 (four) lakhs but upto 16 Lakhs and all state capitals not covered under category 'A'.

Category 'C' -All district headquarters not covered under category A & B and towns having population exceeding 60,000 but upto 4 lakhs.

Category 'D'- All other places not covered under categories 'A' 'B' & 'C'.

NOTE: Population to be considered for the above categories will be as per the latest Census Report.

Classification Cities / towns

rule 7 of the RSIC (HA) rules 1987 shall stand substituted as under with effect from 1.1.1998

'B' Class Cities	'B-2'Class Cities	'C' Class Cities / towns
1. Jaipur (UA)	* 1. Ajmer	1. Alwar (UA)
	*2. Bikaner	2. Bharatpur (UA)
	3. Jodhpur	3. Banswara (UA)
	4. Kota	4. Beawar(UA)
		5. Bundi
		6. Barmer
		7. Bhilwara
		8. Baran
		9. Churu(UA)
		10.Chittorgarh
		11.Dholpur
		12.Fatehpur
		13.Gangapur City(UA)
		14.Ganganagar
		15.Hanumangarh

		16.Hindan
		17.Jhunjhunu
		18.Kishangarh
		19.Makrana(UA)
		*20.Mount Abu
		21.Nagpur
		22.Nawalgarh
		23.Pali
		24.Ratangarh
		25.Sawaimadhopur(UA)
		26.Sikar
		27.Sardarshar
		28.Sujangarh
		29.Tonk(UA)
		30.Udiapur

No.RSIC:Pesl:98-99:2230-2319

Dated the 29th April,1998.

In pursuant of decision taken by the Board of Directors in the 338th meeting held on 22.12.2015 and on the analogy of the Government order No.F.6(4)FD(Rules)/07 dated 12.9.2008 and dated 06.02.2009 issued by Finance Department, Government of Rajasthan, Jaipur, rules 7 of the RSIC(HRA) Rule 1987 shall stand substituted as under w.e.f 1.1.2016.

Classification of cities will be as under: _

Cities classified as 'Y'	Cities classified as 'Z'
Bikaner,Jaipur,Jodhpur(UA),Kota(UA) and Ajmer(UA)	Remaining cities / Town and other places.
Z (Population criteria below 5 Lakhs) (Earlier classification as 'C' and unclassified)	

This is in the supersession of Office order No. RSIC/Pers./98-99/2230-2319 dated 29.4.1998, 27390-428 dated 3.3.1999 and RSIC/Pers./2008-09/19315-349 dated 19.2.2009.

Sd/-

(Jaswant Sampatram)

Chairman and Managing Director

RSIC/PERS./2015-16/10888-913

Date: 13.1.16

8. RATES OF HOUSE RENT ALLOWANCE:

In pursuance of the decision taken by the Board of Directors in the 255th meeting held on 26.3.98 and on the analogy of the Government order No.F. 12 (2) FD Rules /8 9 dated 8.3.98 issued by the Finance Department , Government of Rajasthan, Jaipur, rule 8 of the RSIC (HA) rules 1987 shall stand substituted as under with effect from 1.1.1998.

Classification of cities / towns	Rates of House Rent Allowance (per month)
B-1 and B-2	15% of actual basic pay drawn
C	7 ½% of actual Basic pay drawn
Unclassified	5% of actual Basic pay drawn

- a. The House Rent Allowance under these Rules shall be admissible at the rates given below irrespective of whether an employee resides in hired accommodation or in accommodation of his own:

<u>Category</u>	<u>Rate of HRA (percentage of pay)</u>
'A'	16%
'B'	12%
'C'	9%
'D'	7%

- b. In cases where the house rent allowance drawn by an employee prior to application of these Rules happens to be higher than the amount of H.R.A. admissible here under it shall be allowed to continue in absolute monetary terms till such time the amount of H.R.A at the rates under these Rules reaches that level.

NOTES:

- i. The amount of house rent allowance calculated with the above percentage shall be rounded off to the multiple of Rs. 5/-.

- ii. For Category 'B' places, the minimum amount of house rent allowance shall be Rs. 100/- p.m. for those drawing pay less than Rs. 800/- p.m. and Rs. 120/- p.m. for those drawing pay of Rs. 800/- & above.
- iii. The amount of H.R.A. shall be limited to a maximum of Rs. 770/-, Rs. 550/-, Rs. 440/- and Rs. 330/- for places categorized as 'A', 'B' 'C' and 'D' respectively.
- c. In case of an employee posted outside the state, house rent allowance shall be admissible at the rates as laid down in Rule 8 (a) of these rules (read with notes) or at the rates admissible to the State Government Employees at these places, whichever is advantageous to them. The present pay slabs applicable to the State Govt. employees for places outside the State are as per the rates of H.R.A. admissible to the Central govt. employees. Accordingly the rates of H.R.A. presently applicable for Delhi / Bombay / Calcutta/ Srinagar and Agra (where the Corpn. has its offices) are as follows:-

<u>Pay slabs</u>	<u>H.R.A. per month</u>
Upto 949	Rs. 150/-
950-1499	Rs. 250/-
1500-2799	Rs. 450/-
2800-3599	Rs. 600/-
3600-4499	Rs. 800/-
4500- & above	Rs. 1000/-

**THE RAJATHAN SMALL INDUSTRIES CORPORATION LIMITED
JAIPUR**

OFFICE ORDER

In continuation of this Office order NO. RSIC/ pers./98-99/2230-2319 dated 29.4.98 and in pursuance of the decision taken by the Board of Directors in the 258th meeting held on 7.10.98, House Rent Allowance & City Compensatory Allowance to the employees posted outside the state i.e. Delhi, Bombay and Calcutta is revised as under w.e.f. 1.1.98.

1. <u>House Rent Allowance</u>	<u>Amount</u>
<u>Classification of city:</u>	
A-1	30% of actual basic Pay drawn.
2. <u>Compensatory (city) Allowance</u> (Pay Range Basic pay)	
Below Rs. 3000/- p.m.	Rs. 90/-
Rs. 3000/- to 4499/- p.m.	Rs. 125/-
Rs. 4500 to 5999/- p.m.	Rs. 200/-
Rs. 6000 and above p.m.	Rs. 300/-

Sd/-
Managing Director

No.RSIC/Pers./98-99/19485-95

Dated 19.11.1989

**THE RAJATHAN SMALL INDUSTRIES CORPORATION LIMITED
JAIPUR**

OFFICE ORDER

In pursuance of the decision taken by the Board of Directors in the 255th meeting held on 26.3.98 and on the analogy of the Government order No.F. 12 (2) FD Rules /8 9 dated 8.3.98 issued by the Finance Department , Government of Rajasthan, Jaipur, rule 7 & 8 of the RSIC (HA) rules 1987 shall stand substituted as under with effect from 1.1.1998.

Classification of cities / towns	Rates of House Rent Allowance (per month)
B-1 and B-2	15% of actual basic pay drawn
C	7 ½% of actual Basic pay drawn
Unclassified	5% of actual Basic pay drawn

***The existing classification has been retained for the purpose of payment of House Rent Allowance till further orders.**

Note: 1. In the case of employee who are drawing in the scales of pay which prevailed prior to 1.9.1996, the basic pay in the pre-revised pay scale will include amount of Dearness Allowance at the rates in force on 1.1.1996, amount of first and second installment of Interim Relief appropriate to their basic pay.

2. Employees at Agra, Mumbai, Calcutta, Delhi and Jammu will go on getting HRA on the existing rates till further orders.

**-Sd-
Managing Director**

No.RSIC:Pesl:98-99:2230-2319

Dated the 29th April,1998.

**RAJATHAN SMALL INDUSTRIES CORPORATION LIMITED
JAIPUR**

OFFICE ORDER

The proposal regarding the following Agenda item was submitted to the Board in its 258th meeting held on 7.10.98. The Board decision is extracted here below:

Agenda Item No.258 (18)

Revision of HRA &CCA to the employees posted at Delhi, Bombay & Calcutta.

The proposal regarding revision of HRA and CCA to the employees posted at Delhi, Bombay and Calcutta was considered by the Board and decided to sanction the City Compensatory Allowance and House Rent Allowance to the employees working at Delhi, Bombay and Calcutta w.e.f 1.1.98 as per Government Orders No. 1 (32) FD(Rules) dated 2.5.1998 and 11th June,1998 as follows:-

1.Compensatory (City) Allowance: Pay Range (Basic pay)	Amount of CCA in A-1 Class Cities.
Below Rs. 3,000/- p.m.	Rs. 90/-
Rs. 3000/- p.m. to Rs. 4499/- p.m.	Rs.125/-
Rs. 4500/- p.m. to Rs. 5999/- p.m.	Rs.200/-
Rs. 6000/- p.m. and above	Rs.300/-
(2) <u>House Rent Allowance</u>	<u>Rates of HRA</u>
A-1	<u>30% of actual basic pay drawn</u>

Kindly take the necessary action accordingly under intimation to Company Affairs Cell.

**Sd/-
Secretary**

**Chief General Manager
RSIC,Jaipur**

No.RSIC/Co.Aff./8346

Dated: 2.11.98

**THE RAJATHAN SMALL INDUSTRIES CORPORATION LIMITED
JAIPUR**

OFFICE ORDER

In continuation of this Office order No. RSIC/Pers./98-99/2230-2319 dated 24.4.98 the House Rent Allowance to the employees posted at Agra is revised as under w.e.f 1.1.98.

House Rent Allowance
Classification of city

Amount

B-1

**15% of actual basic
pay drawn**

**sd/-
Chief General Manager**

No.RSIC/Pers./98-99/27320-28

Dated 3.3.99

In pursuant of decision taken by the Board of Directors in the 338th meeting held on 22.12.2015 and on the analogy of the Government order No.F.6(4)FD(Rules)/07 dated 12.9.2008 and dated 06.02.2009 issued by Finance Department, Government of Rajasthan, Jaipur, rules 8 of the RSIC(HRA) Rule 1987 shall stand substituted as under w.e.f 1.1.2016.

Classification of Cities / Towns	Rates of House Rent Allowance (per month)
Delhi,Kolkata and Mumbai	30% on the basic pay i.e. total of Pay in running pay band and Grade Pay.
Y (Population criteria 50-5 Lakhs) (Earlier classification as 'A', 'B-1' and 'B-2')	20% on the basic pay i.e. total of Pay in running pay band and Grade Pay
Z (Population criteria below 5 Lakhs) (Earlier classification as 'C' and unclassified)	10% on the basic pay i.e. total of Pay in running pay and grade pay.

This is in the supersession of Office order No. RSIC/Pers./98-99/2230-2319 dated 29.4.1998, 27390-428 dated 3.3.1999 and RSIC/Pers./2008-09/19315-349 dated 19.2.2009.

**Sd/-
(Jaswant Sampatram)
Chairman and Managing Director**

RSIC/PERS./2015-16/10888-913

Date: 13.1.16

9. DURING LEAVE OR TEMPORARY TRANSFER:

- a. An employee shall be entitled to draw House Rent Allowance during leave or temporary transfer at the same rate at which he was drawing before proceeding on leave or transfer.

NOTE:

1. 'Leave' means total leave of all kinds not exceeding 120 days and the first 120 days of leave if the actual duration of the leave exceeds that period, and in the case of leave preparatory to retirement, privilege leave not exceeding 120 days taken as leave preparatory to retirement, but does not include extra ordinary leave study leave and refused leave / terminal leave whether running concurrently with notice period or not, when vacation or holidays are combined with leave, the entire period of vacation or holidays and leave should be taken as one spell of leave.
2. The limit of 120 days referred to in 'Note 1' shall be extended to 240 days for the purpose of grant of this allowance in case of an employee suffering from T.B, Cancer, Leprosy or Mental Disease during the period of his leave taken on Medical Certificate from a Senior / Junior specialist, irrespective of the fact whether the leave is on Medical Certificate from the very commencement or in continuation of other leave as defined in Note-1.
- b. "Temporary Transfer" means a transfer to duty in another station which is expressed to be for a period not exceeding four months and subject to the limit of four months, the total house rent allowance, if the temporary duty is subsequently extended beyond four months in all, will remain intact upto the date of order of extension.

10. DURING JOINING TIME:

- a. An employee shall be entitled to draw house rent allowance during joining time at the same rate at which he was drawing at the station from which he / she was transferred.
- b. On transfer, an employee will be eligible for H.R.A. at the rate at which it was drawn by him at the old station if the family does not move with him, which will be limited to a period of six months from the date of assuming charge at the new station or actual shifting of the family which ever is earlier.

11. **DURING TRAINING:**

During training in India, an employee shall draw H.>R.A. for the entire period of such training at the same rate at which he was drawing at the station from which he proceeded on training, if the period of training is treated as duty.

12. **DURING SUSPENSION:**

An employee shall be entitled to draw H.R.A. during the period of suspension at the rate at which it was being paid to him on the date of suspension.

NOTE:-

1. If headquarters of an employee under suspension are changed in Corporation interest by order of the competent authority, he shall be paid H.R.A. at the rates as admissible at the new station and not otherwise.
2. If headquarters of an employee under suspension are changed at his own request, he shall not be paid H.R.A irrespective of the fact that H.R.A. is admissible at the new station.

13. **CERTIFICATES:**

Every employee shall furnish alongwith his first claim for H.R.A. a certificate to the effect.

1. that the has not been provided any residential accommodation by the Corporation of its own or hired and / or any accommodation to his / her spouse by any body else.
2. that in the case of an employee under suspension his headquarters have not been changed at his own request.

Sd/-
MANAGING DIRECTOR

No. RSIC/Estt./22(25)88/1127-1215

Dated:12.4.88

Copy to :-

1. **All General Managers**
2. **All Dy. General Managers**
3. **All Sr. Managers**
4. **All Managers / Adm. Officers**
5. **All Units of the Corporations**
6. **The President Rajasthan Laghu Udyog Nigam Karamchari Sangthan, Jaipur**
7. **Copy of display on the notice Board, HO.Jaipur**
8. **Company Affairs,RSIC,Jaipur.**

GENERAL MANAGR (PERS.)

