

**GOVERNMENT OF MANIPUR
SECRETARIAT: WORKS DEPARTMENT**

**NOTIFICATION
Imphal, the 21st September, 2026**

No. GQ-101/3/2026-WD-WD: In supersession of all previous rules in this regard, the State Government hereby makes the following rules, namely, -

The Allotment of Government Residence (General Pool in Imphal) Rules, 2026

1. Short title and commencement:

- (1) These rules may be called the Allotment of Government Residence (General Pool in Imphal) Rules, 2026.
- (2) They shall come into force from the date of their publication in the Official Gazette.

2. Definitions: In these rules, unless the context otherwise requires: -

- (a) "allotment" means the grant of a license to occupy a residential accommodation in accordance with the provisions of these rules;
- (b) "basic pay" means the pay as defined under Fundamental Rules (F.R.) 9 (21) (a) (i);
- (c) "emolument" means the emoluments as defined in the Fundamental Rules 45-C but excluding compensatory allowances;
- (d) "employee" means an employee of the State Government or Central Government whose salary is drawn from the Consolidated Fund;
- (e) "Estate Officer" means the Estate Officer to the Government of Manipur;
- (f) "family" means the wife or husband of allottee, as the case may be, and children, parents, brothers and sisters who ordinarily reside with and are wholly dependent on the Officer;
- (g) "Government" means the Government of Manipur;
- (h) "House Allotment Committee" means the Committee constituted by the State Government for the purpose of these rules;
- (i) "House Rent" means the House Rent Allowance which is a component of salary package paid by the Government to the employee on monthly basis;
- (j) "License Fee" means a fee payable by the allottee monthly for residing in quarters under these rules;
- (k) "Manipur" means the State of Manipur;
- (l) "residence" means any residence for the time being under the administrative control of the Estate Officer;
- (m) "standard rent" means the amount of rent to be assessed as per F.R. 45-B III (b);
- (n) "sub-letting" includes sharing accommodation by an allottee with another person with or without payment of rent by such other person;

- (o) “temporary transfer” means a transfer which involves and absence for a period not exceeding four months;
- (p) “transfer” means transfer from one station to any other station; and
- (q) “Type” in relation to an employee means the type of residence for which he is eligible under rule 2.B of these rules.

2.A: Composition of House Allotment Committee:

(1) For Type-VI and Above:

- (i) Chief Secretary, Government of Manipur - Chairman
- (ii) Administrative Secretary (GAD), Government of Manipur - Member
- (iii) Administrative Secretary (Works), Government of Manipur - Member

(2) **For Type -II to V:**

- (i) Administrative Secretary (Works), Government of Manipur - Chairman
- (ii) Administrative Secretary (GAD) Government of Manipur - Member
- (iii) Chief Engineer, PWD or Executive Engineer BD-II - Member
- (iv) Jt.Secy/Dy. Secy/Under Secy.(Works), Government of Manipur - Member Secretary

(3) The above Committees shall examine and decide for temporary allotment of government quarters/residential accommodation in respect of the categories of quarters specified above located at the state capital, Imphal

(4) In case Administrative Secretary of GAD and Works Department, Government of Manipur are held by the same Officer, Administrative Secretary (DP), Government of Manipur shall replace Administrative Secretary (GAD) as Member.

2.B: Classification of Residences:

Save as otherwise provided by these rules, an employee will be eligible for allotment of residences of the Type shown in the table below.

Sl No.	Type of Residence	Category of employee eligible to apply for the quarters.
1	Type-II/Type-D	Group -D above
2	Type-III/Type-C	Group-C&B above
3	Type-IV/Type-B	Group- A above
4	Type-V/Type-A	
5	Type-VI	Ministers/MLA/Senior Officers who are in Level -15 and above in the Pay Matrix
6	Type-VII	

3. Maintenance of Earmarked Quarters for VIPs and Certain Category of Officers:

(1) Notwithstanding anything contained in these rules, certain quarters shall be earmarked for the following categories of VIPs and Officers

- (a) Ministers
- (b) Members of Legislative Assembly
- (c) Judges of High Court
- (d) Chief Secretary
- (e) Director General of Police

(2) The Estate Officer may from time-to-time reserve or earmark certain quarters for certain categories of Officers, if considered necessary.

4. Application for Allotment:

(1) Any employee who desires to have an allotment made under these rules shall submit an application through online mode on Government Quarters Allotment System (GovQAS). Necessary instructions for application through online portal shall be issued separately.

(2) Application shall be submitted through the Head of the Department/Head of Office, who after satisfying himself as to the correctness of the statements made in the application, shall countersign and forward it to the Nodal Officer which role is assigned to Executive Engineer- Building Division -II of PWD, Manipur. The Nodal Officer shall scrutinize all the applications and place all the applications along with the vacancy details of the quarters before the House Allotment Committee from time to time.

(3) The Head of Department shall invariably sign the Undertaking either manually or digitally in the prescribed Format at **Annexure -I**

(4) The following order of preference shall be maintained in consideration of claims for allotment of Government quarters under this rule:

- (i) First Preference- State Government employees
- (ii) Second Preference- Central Government employees
- (iii) Third Preference – Semi Government or alike employees e.g. PSUs.

5. Allotment of Residences and Offers:

(1) As soon as a residence of any type falls vacant, the House Allotment Committee shall examine and decide the allotment of the Government Quarters to the applicants. The Estate Officer shall convene the meeting of House Allotment Committee for minimum of two times in a year. The allotment order shall be issued by the office of the Estate Officer, Manipur.

(2) The allottee shall, on receipt of the allotment order of the quarters, report to the Executive Engineer, Building Division No. II/ Nodal Officer for signing of Bond and to complete the formalities of handing over the Occupation Certificate.

(3) The allottee shall, on receipt of the allotment order, inform the Head of Office or Drawing and Disbursing Officer(DDO) in which allottee works immediately, for deduction of the prescribed house rent allowances and license fee from the monthly pay bill of the allottee. The DDO shall furnish the Deduction Slip to the EE -BD-II/ Nodal Officer of PWD and Chief Finance Officer, PWD in the Format given at **Annexure-II** within one month from the date of occupation of the quarters and on monthly basis for succeeding months.

(4) The Estate Officer may cancel the existing allotment of an employee and allot to him an alternative residence of the same type or in emergent circumstances, an alternative residence of the type next below the type of residence in occupation of the employee, if the residence in occupation of the employee is required to be vacated by giving prior information of 15 days.

6. Bond to be Executed by an Allottees:

Any employee who has been allotted a residence of any type of quarters shall have to execute a bond in the prescribed form appended under these rules as **Annexure-III** before occupation of the allotted quarters to him/ her.

7. Delegation of Power to the District Magistrates:

The Estate Officer may refer to the District Magistrate to remove/evict physically, the unauthorized occupants of Government accommodation and on receipt of such intimation, the District Magistrate shall summarily remove/evict the unauthorized occupants.

8. Eligibility/Non-eligibility for Allotment of Houses:

(1) Until the availability position improves gradually, no Government servant shall be eligible for allotment of Government residence at Imphal if he/she or the member of his/her family is a part of a joint Hindu family, or owns a house within the limits of the greater Imphal area or within an 8 (eight) kms belt around this area. In this regard, the Head of Department shall certify the genuineness of the information and submit Undertaking as detailed at Annexure -I. However, an employee not eligible for allotment under this provision, may be allotted quarters on payment of 3 (three) additional license fee (1+3=4 license fees).

(2) Only those who are posted within 8 (eight) kms of Imphal station are eligible for quarters allotment. However, an employee not eligible for allotment under this provision, may be allotted quarters on payment of 3 (three) additional license fee (1+3=4 license fees).

(3) The amount of License fee and additional License fee shall be deducted by the DDO from the salary of the allottee and deposit the same into the HoA, MH-0216-01-106-00-00 on monthly basis.

(4) Both spouses cannot be separately allotted individual Government quarters if they are posted in Imphal/same station.

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(5) Under these rules, a Government servant is strictly not entitled to retain or be allotted official Government residences at multiple stations simultaneously.

(6) Contractual employees are not eligible for allotment of residence under these rules.

9. Non-Acceptance of Allotment or Failure to Occupy Allotted Residence:

If any allottee fails, without good reason, to accept the allotment of a residence to his/her under these rules within 5 days after the date of allotment, or fails without good reason to move into the residence within 8 days after the date of allotment, -

(i) he/she shall not be eligible for another allotment under these rules for a period of 6 months from the said date;

(ii) the residence in question shall be re-allotted in accordance with the rules.

10. Period for which Allotment Subsists:

An allotment shall be effective from the date on which it is accepted by the allottee and shall continue in force until;

(a) the expiry of concessional period as given in the succeeding paragraph after the allottee ceases to be on duty in an eligible office in the same station.

(b) it is cancelled by the competent authority or is deemed to have been cancelled under any provision of the relevant rules.

(c) it is surrendered by the allottee, or

(d) the allottee ceases to occupy the residence for bonafide self-occupation.

11. Concessional Period for Further Retention of Residence:

A residence allotted to an employee may be retained on the happening of any of the events specified in Column (2) of the Table below for the period specified in the corresponding entry in Column (3) therefore, if that residence is required for the bonafide use of the employee or members of this family.

Sl No	Events	Permissible period for retention of the quarters.
1	Resignation, dismissal, removal or termination of service or unauthorized absence without permission	1 month
2	Retirement or terminal leave	2 months on the normal license fee and another 2 months on double the normal license fee
3	Death of the allottee	12 months
4	Transfer to an ineligible office at the station	2 months
5	Transfer to a place outside the station	2 months
6	On proceeding on foreign service in India	2 months
7	Temporary transfer in India or transfer to a place outside India	4 months
8	Leave preparatory to retirement or Earned Leave granted to Government servant who retires under FR 56 (j)	For the full period of leave on full pay subject to a maximum of 180 days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement
9	Study Leave in or outside India	For the period of leave but not exceeding six months if he is in occupation of accommodation below his entitlement
10	Deputation outside India	For the period of deputation but not exceeding six months.
11	On proceeding on training	For the full period of training

12. Vacation/ Surrender of an Allotment and Period of Notice:

(1) An employee to whom a residence has been allotted shall before vacating the residence, give not less than ten-day notice in writing to the Executive Engineer -BD-II, PWD or to the Estate Officer. If he does not do so, he shall be responsible for payment of house rent and license fee for that period/ number of days by which the notice given by him falls short of ten days from the date of vacation provided, that the Estate Officer may on reasons/grounds accept a notice of less than ten days.

(2) The Executive Engineer, Building Division-II/ Nodal Officer shall certify the matter before the Vacation Certificate /No Due Certificate is issued by the Estate Officer.

13. Sub-letting and Sharing of Residences:

No allottee shall sublet a residence allotted to him/her or any portion thereof, or any of the outhouses appurtenant thereto except with the permission of the Estate Officer. On such event, allotment order shall be cancelled immediately.

14. Provisions relating to House Rent & License Fee:**(1) For State Government Employees** *(Salary drawn from Consolidated Fund of the State)*

(i) **House Rent Allowance:** - No House Rent Allowance is payable to the employee of State Government who resides in Government quarters.

(ii) **License Fee:** - It is a mandatory fee fixed by the Government to be deducted from the salary of the employee who resides at quarters by the DDO and to be deposited by the DDO into the HoA, MH: 0216-01-106-00-00.

Sl No	Type of quarters	Rate of License fee
1	Type -II/Type-D	Rs. 600.00 pm
2	Type -III/Type-C	Rs. 1000.00 pm
3	Type -IV/Type-B	Rs. 2000.00 pm
4	Type -V/Type-A	Rs. 3000.00 pm
5	Type -VI	Rs. 4000.00 pm
6	Type -VII	Rs. 5000.00 pm
7	Garage	Rs. 200.00 pm
8	Servant quarters	Rs. 300.00 pm

(2) For Non-State Employee: *(Salary not drawn from the Consolidated fund of the State)*

(i) The employees of Central Government, Semi-Government or alike employee of PSU/Corporation under State Government and Central Government shall deposit their entitled amount of House Rent Allowance/Housing Provisions and the prescribed License fee shown at Table above into MH: 0216-01-106-00-00 of the Government of Manipur by the respective DDO in consultation with Treasury Officer and Nodal Officer of PWD.

(ii) The employees of Central Government, Semi-Government or alike employee of PSU/Corporation under State Government and Central Government shall pay double license fee (2 license fee) in addition to the admissible HRA/Housing Provisions. *(Note: Employee whose salary is not drawn from the consolidated fund of the State).*

(3) All DDOs concerned shall submit the report of deduction (Annexure-III) made including HRA and license fee as applicable under the provisions of Rule No. 8 and Rule 14 on monthly basis to the Executive Engineer, Building Division-II/Nodal Officer, PWD.

(4) The liability for house rent and license fee shall commence on the date of occupation of the residence, or on the expiry of eight days after the date of allotment of the residence, whichever is earlier.

(5) If the Drawing and Disbursing Officer fails to deduct the House Rent and License Fee from the pay bill of the allottee on receipt of the allotment orders under these rules, the House Rent and License Fee due against the allottee shall be recovered from the pay of the **Drawing and Disbursing Officer**.

(6) Surcharge at the rate of 2% of the total outstanding dues of house rent and license fee against the allottee would be levied in addition to the total house rent and license fee payable by the allottee. The due date for clearing the house rent and license fee would be the last date of the succeeding month.

(7) In the event of failure to pay the house rent & license fee for more than two months, the allotment shall stand cancelled automatically and the arrear house rent and license fee are bound to be paid in one lump.

15. Personal Liability of Quarters Allottee:

The employee to whom a residence has been allotted shall be personally responsible for any damage, beyond normal wear and tear, caused thereof or to the furniture, or services provided therein by the Government.

16. Maintenance of Residence:

(1) The employee to whom a residence has been allotted shall be required, when he enters into occupation of, and when he/she vacates the residence, to sign an inventory of the furniture and fittings.

(2) The employee to whom the residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the Estate Officer.

(3) The employee to whom the residence has been allotted shall not permit trees or shrubs in the premises to be cut down or lopped, save the consent of the Estate Officer.

(4) The employee to whom a residence has been allotted shall comply with any order of the Government for the time being in force in respect of the garden attached thereto.

17. Change/Upgradation of Residence:

(1) An employee to whom a residence has been allotted under these rules may apply for a change/upgradation of residence of the same or higher type. Not more than one change shall be allowed in respect of one type of residence allotted to the employee.

(2) Changes/upgradation shall be offered in the order of receipt of applications for the same in the office of the Estate Officer.

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(3) If an employee fails to accept a change of residence offered to him within 5 days of allotment, he/she shall not be considered again for a change of allotment of that type for a period of 6 months from the said date.

18. Mutual Change of Residence:

Allottees to whom residences of the same type have been allotted under these rules may apply for permission to mutually exchange their residences. Permission for mutual exchanges may be granted by the Estate Officer if both the allottees are reasonably expected to be on duty at Imphal, and to reside in their mutually exchanged residences, for at least six months from the date of approval of such exchange.

19. Consequence of Breach of Rules and Conditions:

(1) If an employee including any family member to whom a residence has been allotted unauthorizedly sub-lets the residence, or charges rent from the sharer, or erects any unauthorized structure in any part of the residence, or uses the residence or any portion therein for any purpose other than that for which it is meant, or tampers with the electric or water connection, or commits any other breach of these rules or terms and conditions, or uses the residence or premises for any purpose which the Estate Officer considers to be improper, or conducts himself/herself in a manner which in the opinion of the Estate Officer is prejudicial to the maintenance of harmonious relations with its neighbors, or has knowingly furnished incorrect information in any application or written statement with a view to secure the allotment, the Estate Officer may without prejudice to any other disciplinary action that may be taken against him/her, cancel the allotment of the residence.

(2) Where the allotment of residence is cancelled for conduct prejudicial to the maintenance of harmonious relation with neighbours, the employee, at the discretion of the Estate Officer, may be allotted another residence of the same type at any other place.

(3) The Estate Officer shall be competent to take all or any of the actions under these rules and may also declare the employee to be ineligible for allotment of residential accommodation for a period not exceeding three years.

20. Overstaying in Residences after Cancellation of Allotment:

Where, after an allotment has been cancelled or is deemed to be cancelled under any provisions contained in these rules, the residence remains or has remained in occupation of the employee to whom it was allotted, or if any person claiming through him/her, such employee shall be liable to pay damages for use and occupation of the residence, service, furniture and garden equal to an amount of HRA of his/her salary if he/she fails to vacate within the stipulated time given at rule 11:

Provided that, an employee in special cases may be allowed by the Estate Officer to retain a residence on payment of additional house rent for a period not exceeding six months.

21. Accomodation, Non-Accomodation Certificate, No Due Certificate & Vacation Certificate:

(1) Accommodation and Non-Accommodation Certificates of all employees under the Government of Manipur shall be issued by the office of the Nodal Officer/ EE-BD-II, PWD after such proposal/applications are submitted through the respective Drawing & Disbursing Officer (DDO).

(2) Accomodation, Non-Accomodation Certificate of MCS, MPS, MSS, MFS, SDC and All India Services (IAS, IPS, IFS) shall be issued by the office of the Estate Officer after proper verification.

(3) Non-Accomodation Certificate shall be one of the checklists for claiming service/pension benefits and for preparation of pay slip for all employees who had never resided in the Government Quarters.

(4) However, No Due Certificate of employees who had ever resided in the Government Quarter shall be issued by the office of the Estate Officer. The application for No Due Certificate shall be submitted by the concerned Drawing & Disbursing Officer (DDO) to the Executive Engineer, Building Division-II. The application shall be checked and certified by the Executive Engineer, BD-II that there is no outstanding due of HRA/License fee before submitting to Estate Officer for issuing the Certificate. This No Due Certificate shall be invariably the checklist for claiming service/pension benefits for the employee who had ever resided in Government Quarters.

(5) Vacation Certificate: The allottee/occupant of the quarters who is willing to vacate/ who has vacated quarters shall submit application to his/her DDO. The DDO shall forward the application to the Executive Engineer, Building Division-II PWD for checking payment status of HRA & License Fee. The application shall be forwarded to the office of the Estate Officer for issuing Vacation Certificate.

22. Continuance of Allotment Made Prior to the Commencement of these Rules:

Any valid allotment of a residence which is subsisting immediately before the commencement of these rules, under the rules then in force, shall be deemed to be an allotment duly made under these rules, notwithstanding that, the employee to whom it has been made is not entitled to a residence of that type. The liability to pay house rent and license fee however would be in accordance with these rules.

23. Government Quarters owned by other Departments and Government Quarters located at other Districts:

(1) These rules shall also be applied to quarters of PWD located at different places of all the districts of Manipur

(2) Various Departments under the Government of Manipur which own Government Residences/Quarters under their control in Imphal as well as at different places of districts shall also apply these rules in uniform.

24. Interpretation of Rules:

If any question arises as to the interpretation of these rules, the decision of the Government shall be final.

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25. Relaxation of Rules:

The Government may for reason to be recorded in writing relax all or any of the provisions of these rules in the case of any Officer, or class of Officers, or types of residences.

26. Delegation of Powers of Functions:

(1) The Government may delegate all or any of the powers conferred upon it by these rules to any Officer under its control subject to such conditions as it may think fit to impose.

(2) Notwithstanding anything contained in these rules, the Estate Officer with the approval of Government may allot a residence to any officer either outside entitlement, or out of turn, for good and sufficient reasons to be recorded in writing.

27. This is issued with the vetting of Law Department vide Note No.12-17 and with the concurrence of Finance Department vide Note No.21-24 of this efile.

MOHAN LAL MEENA,
Commissioner (Works),
Government of Manipur,

ANNEXURE-I to No. GQ-101/3/2026-WD-WD dated 21st September,2026

UNDERTAKING BY THE HEAD OF DEPARTMENT
(to be submitted/attached with Application)

- (i) Certified that Shri/Smt..... is a regular employee of this Department and his EIN is
- (ii) His/her basic pay as on today is under Level.....
- (iii) He/she fulfils all the eligibility criteria laid down in the rules for Allotment of Residence to Government Employees.
- (iv) Further certified that I shall be responsible for correct recovery of House Rent Allowance and License Fee from him/her if he/she is allotted Government quarters.

Signature:

Name of the Head of Department:

Date:

Seal:

58 Manipur Gazette No. 11, Part-II(A), Wednesday, September 23, 2026 (Asvina 1, 1948))**ANNEXURE -II** to No. GQ-101/3/2026-WD-WD dated 21st September, 2026**DEDUCTION SLIP***(to be furnished by DDO- to be typed in A4 size paper)**(in 4 copies – for Estate Officer/DDO/EE/Allottee) & 4 passport size photo*

1. Name of the employee:
2. Designation:
3. Mobile No.:
4. Pay Scale:
5. Amount of HRA:
6. Amount of License Fee:
7. Office Address of Employee:
8. Date of Birth of Employee:
9. Superannuation date of Employee:
- 10 Quarter No offered/allotted:
11. Order No. & date:

Photo of allottee

12: A. (For State Government Employee) (Salary drawn from the consolidated fund of the state)

Certified that the House Rent Allowance (HRA) of the employee shall not be paid and the License Fee shall be deducted from the employee every month and to be deposited into the relevant Head of Account of the State Government-MH: 0216-01-106-00-00.

12:B. (For Non-State Government Employee)(Salary not drawn from the consolidated fund of the State)

Certified that the amount of House Rent Allowance entitled to the employee and License Fee prescribed by the State Government shall be deposited into the relevant Head of Account of the State Government- MH: 0216-01-106-00-00

13. Further, certified that the documents related to deductions of HRA and payment of License fee shall be submitted monthly to Executive Engineer, Building Division No.-II, PWD and Chief Finance Officer of PWD.

14. If the Drawing & Disbursing Officer fails to deduct the HRA & License fee from the allottee, the House Rent and License Fee due against the allottee shall be recovered from the pay of the Drawing & Disbursing Officer.

Signature of DDO :
 Name of DDO in Block Letter :
 Designation of DDO :
 Office Address of DDO :
 Mobile No of DDO :

ANNEXURE-III to No. GQ-101/3/2026-WD-WD dated 21st September, 2026

EXECUTION OF BOND AT THE TIME OF OCCUPATION OF GOVERNMENT QUARTERS
(in 4 copies for-Estate Officer/DDO/EE/Allottee)

This bond/undertaking is made onin respect of Government Quarters No.....situated at allotted in favour of Shri/Smt..... Vide Order No..... dated..... of the Estate Officer, Government of Manipur on the terms and condition herein set below;

1. Commencement: - That the allottee has agreed to take responsibility of the aforementioned quarters and the said responsibility is to commence on the 5th day of allotment orders or from the date of actual occupation whichever is earlier. It has been agreed to take over the accommodation from the concerned Executive Engineer of PWD, Manipur and on transfer to handover back to the concerned Executive Engineer, and obtain No Due Certificate/Vacation Certificate from the Estate Officer.

2. House Rent & License Fee: - That the allottee has undertaken to pay house rent and license fee promptly. In the event of failure to pay the house rent & license fee for more than two months, the allotment shall stand cancelled automatically and the arrear house rent and license fee are bound to be paid in one lump.

3. Vacation: - That the allottee has agreed to give notice in writing to the Estate Officer not less than 10 (ten) days before vacating the accommodation failing which the allottee is bound to pay house rent and license fee for that period, or for the numbers of days which the notice given falls short of 10 days.

In case of transfer, the allottee is bound to vacate the accommodation immediately, and shall not retain it without prior permission of the Estate Officer, and also in case of retirement or resignation, dismissal, or removal from service during the period of the occupation of the residence, the allottee shall vacate the accommodation with effect from the period prescribed in the rules.

4. Concessional Period: -The allottee shall seek for permission through the Head of Department for concessional period for further retention of residence as admissible under the rules.

5. Sub-Letting: - The allottee shall not be entitled to sub-let the accommodation to any person without the written consent of the Estate Officer previously obtained.

6. Holding Over:- Incase of unauthorized retention after an allotment has been cancelled or is deemed to have been cancelled under any provision contained in the Allotment rules, the allottee shall continue to be liable for payment of the damages for use and occupation of the residence, services, furniture and garden equal to the market rate as may be determined by the Government from time to time or twice the Standard Rent under FR-45-A whichever is higher.

Provided further that the District Magistrate concerned may summarily take action to remove/evict physically from unauthorized occupation/retention of residences.

1. Name of Nodal Officer/EE -BD-II :
Signature of Nodal Officer/EE-BD-II :

2. Name of Allottee :
Signature of Allottee

Printed at and Published by the Directorate of Printing & Stationery, Government of Manipur.

Digitally signed by
Thingbaijam Binodkumar Singh
Date: 23-09-2026 15:10:54