



**KERALA FORESTS & WILDLIFE DEPARTMENT**

No.P4-42817/2016 (I)

Development Wing  
Forest Headquarters  
Thiruvananthapuram

Dated : 07-09-2019

**CIRCULAR No. 09/2019**

Subject : Rules for allotment and occupation of quarters under the control of the Kerala Forest Department- Implementation of Rule 6.10 - directions issued.

Reference : G.O (MS) 4/95/F&WLD dated 14-02-1995.

The Rules for Allotment and Occupation of quarters under the control of Forest Department were approved vide Government Order cited, with directions that they shall come into force from the date of the Order. These Rules are available for perusal in the website of the department.

Rule 10:6 of the aforesaid Rules specifically states, amongst other things, the following.

- i. When Officers of the grade prescribed for a particular type of quarters are not available or when they do not require accommodation in the quarters provided by KFD then such quarters may be allotted to other officers of higher or lower grade who apply for such allotment until an Officer of the particular grade eligible for the particular type of quarters becomes available and applies for allotment of quarters.
- ii. In the event of receiving such an application, the allotting authority shall give notice to the then occupant of the quarters to vacate the quarters within one month of the receipt of such notice and the occupant shall vacate the quarters within this time limit without raising any objection.
- iii. If the lower type quarters is allotted to higher grade officer, the rent to be realized shall be 7.5% of the pay of the Officer from time to time or the Standard Rent whichever is lower and if a higher type of accommodation is allotted to a lower grade Officer, the rent to be realized shall be 7.5% of the pay of the Officer from time to time or the Standard rent, whichever is higher.

Several instances have come to notice where staff of KFD occupy quarters other than what has been prescribed eligible for them as per Rules. However it is not known whether the House Rent at higher rates as prescribed in the Rules are being promptly recovered from their salary. It has to be ensured that the Rule position is implemented in respect of all occupants who occupy quarters other than what they are eligible for, right from the date of the occupancy of the higher type/lower type quarters.

All heads of Offices shall ensure that their Drawing and Disbursing Officers recover the Rent as per the aforesaid Rule position from the occupants of the quarter type *other than* what they are eligible for, including arrears of rent from the date of occupation of the quarters.

The Standard Rent fixed by PWD authorities for the various type of quarters at Forestry Training Complex in PTP Nagar is appended to this Circular.

The receipt of the Circular may be acknowledged.

Principal Chief Conservator of Forests  
(Planning & Development)

To,

1. The Heads of all wings/Offices at Forest Headquarters.
2. All Circle Heads and Division Heads in Kerala Forest Department.
3. Estate Officer, Forest Headquarters & Range Forest Officer (EO2) at FTC, PTP Nagar for information and necessary action. They shall ensure that the occupants remit the fee as per the above rule and report in case of violations.

Copy to:

- ✓ Chief Conservator of Forests (IT) for uploading the Circular in the official website of KFD under the title 'Circulars'.