भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)
**National Highways Authority of India**
(Ministry of Shipping, Road Transport and Highways)
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दूरभाष / Phone : 91-11-25074100/25074200
फैक्स / Fax : 91-11-25093507 / 25093514
एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

**No. : 12011/7/95-Admn**

19th August, 2005

## OFFICE ORDER

Sub : **NHAI (House Rent Allowance & Leased Accommodation) Regulations, 1997 - *Extension of leased accommodation facility to contract employees.***

The Authority in its 55th Meeting held on 15th July, 2005 has approved to extend the facility of leased accommodation to NHAI staff appointed on contract basis. The ceiling limits as well as recovery rates for leased accommodation will be the same, as approved for the staff cadre and notified vide Office Order of even No. dated 30.6.2004.

2. All contract employees appointed by the Headquarters will be eligible to avail this facility w.e.f. 1st September, 2005.

3. This issues with the approval of Competent Authority.

**(G.P. Chand)**
**General Manager (Admn.)**

1. All officers/staff including contract employees.
2. All PIUs/CMUs/SPVs

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No.NHAI/12011/7/95 - Admn. 30th June, 2004

**OFFICE ORDER**

Subject: NHAI (House Rent Allowance & Leased Accommodation) Regulation, 1997 – Lease for Staff Cadre.

The Authority in its 51st Meeting held on 19th April, 2004 has approved to extend the facility of leased accommodation to staff cadre of NHAI. The following ceiling limits are prescribed for the staff cadre of NHAI for the purpose of leased accommodation w.e.f.01.07.2004.

| Category | Pay Scales | A-1 Class (40% of maximum of pay scale including Dearness Pay) | A/B-1/B-2 Class (25% of maximum of pay scale including Dearness Pay) | C- Class (17.5% of maximum of pay scale including Dearness Pay) | Unclassified (15% of maximum of pay scale including Dearness Pay) |
|---|---|---|---|---|---|
| Personal Assistant / Cashier | 5500-9000 | 5400 | 3375 | 2363 | 2025 |
| Works Supervisor/ Jr. Hindi Translator/ Technical Assistant/ Receptionist etc. | 5000-8000 | 4800 | 3000 | 2100 | 1800 |
| Stenographer Grade-D/ Accounts/ Record Keeper etc. | 4000-6000 | 3600 | 2250 | 1575 | 1350 |
| Admn. Asst. (Stores/ Library) | 3050-4590 | 2755 | 1720 | 1205 | 1035 |
| Jamadar | 2650-4000 | 2400 | 1500 | 1050 | 900 |
| Peon/Watchman | 2550-3200 | 1920 | 1200 | 840 | 720 |

*Note: In the case of those who are drawing higher pay scales as personal to them, the ceiling limits for leased accommodation shall be determined based on the maximum of their personal pay scales. Similarly, the rate of recovery for self-leased accommodation shall also be determined on the basis of 10% of the average of their personal pay scales.*

Contd...2/-

2. In addition, two months rent shall be paid per annum towards petty repairs of the premises. This amount shall be reimbursed half yearly on pro-rata basis as per the rates prevailing for the last month of the half year in October (for April-September) and in April (for October-March). The claim should be made in the format enclosed as Form 'A'.

3. The monthly recovery for leased accommodation shall be as under:-

| Category | Pay Scales | Self-leased Accommodation | Authority leased Accommodation (10% of Column-3) |
|---|---|---|---|
| (1) | (2) | (3) | (4) |
| Personal Assistant / Cashier | 5500-9000 | 1088 | 109 |
| Works Supervisor/ Jr. Hindi Translator/ Technical Assistant/ Receptionist etc. | 5000-8000 | 975 | 98 |
| Stenographer Grade-D/ Accounts/ Record Keeper etc. | 4000-6000 | 750 | 75 |
| Admn. Asst. (Stores/ Library) | 3050-4590 | 575 | 58 |
| Jamadar | 2650-4000 | 500 | 50 |
| Peon/Watchman | 2550-3200 | 431 | 43 |

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**(V.K. Sharma)**
**General Manager (Admn.)**

To

1. All Staff members
2. All PIUs

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
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No. 11041/1/2000-Admn

March 31, 2004

**OFFICE ORDER**

**Sub: (a) Merger of 50% of Dearness Allowance with basic pay to NHAI employees w.e.f. 01.04.2004.**

**(b) Enhancement of Dearness Allowance from 59% to 61% w.e.f. 01.01.2004.**

**(c) Enhancement of ceiling limit for rent for Leased Accommodation.**

It has been decided that w.e.f. 01.04.2004, DA equal to 50% of the existing basic pay shall be merged with the basic pay and shown distinctly as Dearness Pay (DP) which would be counted for purposes like payment allowances, HRA, transfer grant, retirement benefits, contribution to PF, reimbursement of medical claims, various advances etc. The entitlement for LTC, TA/DA while on tour and transfer shall, however, continue to be governed on the basis of the basic pay alone without taking into account Dearness Pay.

2. It has also been decided to enhance Dearness Allowance payable to employees of National Highways Authority of India from existing rate 59% to 61% w.e.f. 01.01.2004. From 01.04.2004 Dearness Allowance equal to 50% of basic pay would be converted to Dearness Pay consequently Dearness Allowance from 01.04.2004 would be payable @ 11% as per the Government of India, Ministry of Finance, Office Memorandum No.1 (1)/2003-E.II(B) dated 1st March, 2004.

3. Accordingly, in supersession of the earlier orders on the rent for leased accommodation, the following ceiling limits are prescribed for the officers of the NHAI w.e.f. 01.04.2004.

| Sl. No. | Pay Scales | Category | A-1 Class cities @ 40% of max. of pay scale (including DP) | A/B Class @ 25% of max. of pay scale (including DP) | 'C' Class @ 15% of max. of pay scale (including DP) | Unclassified cities @ 15% of max. of pay scale (including DP) |
|---|---|---|---|---|---|---|
| 1. | 18400-22400 | CGM | 13440 | 8400 | 5880 | 5040 |
| 2. | 14300-18300 | GM | 10980 | 6863 | 4800 | 4118 |
| 3. | 12000-16500 | DGM | 9900 | 6188 | 4335 | 3713 |
| 4. | 10000-15200 | Manager | 9120 | 5700 | 3990 | 3420 |
| 5. | 8000-13500 | Sr. Accounts Officer | 8100 | 5063 | 3540 | 3038 |
| 6. | 7450-11500 | Asstt. Programmer/ Accounts Officer | 6900 | 4313 | 3020 | 2588 |
| 7. | 6500-10500 | AM/Librarian/PS | 6300 | 3938 | 2757 | 2363 |

Contd..

The monthly recovery for leased accommodation shall be as under:-

**(i) Self-leased Accommodation**

| Category | Rate of Recovery per month (10% of average of the scale) |
|---|---|
| CGM | Rs. 3000/- |
| GM | Rs. 2400/- |
| DGM | Rs. 2100/- |
| Manager | Rs. 1800/- |
| Sr. Accounts Officer | Rs. 1500/- |
| Assistant Programmer/Accounts Officer | Rs. 1422/- |
| Asstt. Manager/Librarian/PS | Rs. 1275/- |

**(ii) Authority Leased Accommodation (Otherwise than self-lease)**

| Category | Std. Rent |
|---|---|
| CGM | Rs. 765/- p.m. |
| GM | Rs. 444/-p.m. |
| DGM | Rs. 378/-p.m. |
| Manager | Rs. 222/-p.m. |
| Sr. Accounts Officer | Rs.170/- p.m. |

4. This issues with the approval of Chairman.

31/03

**(V.K. Sharma)**
General Manager (Admn)

To,

All officers & Staff at Headquarters
All PDs of PIUs/CMUs

***Note:*** In the case of those who are drawing higher pay scales (CDA) as personal to them, the ceiling limits for leased accommodation shall be determined based on the maximum of their personal pay scales. Similarly, the rate of recovery for self-leased accommodation shall also be determined on the basis of 10% of the average of their personal pay scales.

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
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No. NHAR/12011/7/95-Admn. 15.02.2002

## OFFICE ORDER

**Subject:** **NHAI(House Rent Allowance & Leased Accommodation) Regulation, 1997- Enhancement of Rent for Leased Accommodation and House Rent Allowance at Chennai and Calcutta.**

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The following amendment is made to the office order of even number dated 3.11.2000(Copy enclosed):

**Delete** para 4 and renumber existing paras 5 and 6 as paras 4 and 5.

This issues with the approval of the Chairman.

15/2

(Dr.M.Y. Ali)
**Dy. General Manager (Admn.)**

To

1. **All officers and staffs**
2. **All PIUs**
3. **GM(Finance) Offctg.**

सशक्त नारी सशक्त समाज
महिला सशक्तिकरण वर्ष
Women's Empowerment Year 2001

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
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No.NHAR/12011/7/95-Admn. 3.11.2000

## OFFICE ORDER

**Subject: NHAI (House Rent Allowance & Leased Accommodation) Regulation, 1997 – Enhancement of Rent for Leased Accommodation and House Rent Allowance at Chennai and Calcutta.**

The Authority has approved the enhancement of monetary ceilings for hiring of residential accommodation for officers of NHAI.

2. Accordingly in supersession of the earlier orders on the subject, the following ceiling limits are prescribed for the officers of the NHAI w.e.f. 1.4.99.

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| Sl. No | Pay Scales | Category | A-1 Class cities @ 40% of max. of pay scale | A/B-1B-2 Class @ 25% of max. of pay scale | 'C' Class @ 17.5% of max. of pay scale | Unclassified cities @ 15% of max. of pay scale |
|---|---|---|---|---|---|---|
| 1. | 18400-22400 | CGM | 8960 | 5600 | 3920 | 3360 |
| 2. | 14300-18300 | GM | 7320 | 4575 | 3200 | 2745 |
| 3. | 12000-16500 | DGM | 6600 | 4125 | 2890 | 2475 |
| 4. | 10000-15200 | Manager | 6080 | 3800 | 2660 | 2280 |
| 5. | 8000-13500 | Sr. Accounts Officer | 5400 | 3375 | 2360 | 2025 |
| 6. | 7450-11500 | Asstt. Programmer/ Accounts Officer | 4600 | 2875 | 2013 | 1725 |
| 7. | 6500-10500 | AM/Librarian/PS | 4200 | 2625 | 1838 | 1575 |

Note: In the case of those who are drawing higher pay scales as personal to them, the ceiling limits for leased accommodation shall be determined based on the maximum of their personal pay scales. Similarly, the rate of recovery for self-leased accommodation shall also be determined on the basis of 10% of the average of their personal pay scales.

**Contd...2/-**

3. In addition, two months rent shall be paid per annum towards petty repairs of the premises. This amount shall be reimbursed half yearly on pro-rata basis as per the rates prevailing for the last month of the half year-in October (for April-September) and in April (for October-March). The claim should be made in the format enclosed as Form `A'.

4. The officers intending to avail the lease facility shall be required to give a certificate by the employer, if any, of his/her spouse that he/she is not drawing HRA.

5. The monthly recovery for leased accommodation shall be as under:-

**(i) Self-leased Accommodation**

| Category | Rate of Recovery per month (10% of average of the scale) |
|---|---|
| CGM | Rs.2000/- |
| GM | Rs.1600/- |
| DGM | Rs.1400/- |
| Manager | Rs.1200/- |
| Sr. Accounts Officer | Rs.1000/- |
| Assistant Programmer/ Accounts Officer | Rs. 948/- |
| Asstt.Manager/Librarian/ PS | Rs. 850/- p.m. |

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**(ii) Authority Leased Accommodation (Otherwise than self-lease)**

| Category | Std. Rent |
|---|---|
| CGM | Rs.510/- p.m. |
| CVO/GM | Rs.296/- p.m. |
| DGM | Rs.252/- p.m. |
| Manager | Rs.148/- p.m. |
| Sr. Accounts Officer & Others | Rs.113/- p.m. |

6. The Authority has also approved payment of enhanced House Rent Allowance @ 30% of the basic pay in respect of employees posted in Chennai and Calcutta w.e.f. 18.5.1998 in accordance with the Department of Expenditure letter No.2(30)/97-E-II(B) dated the 18th May, 1998.

S. Loganathan

**(S. Loganathan)**
**General Manager (Admn.)**

To,

1. All Officers and Staff.
2. All PSUs.

**Form – A**

[See NHAI (House Rent Allowance & Leased Accommodation) Regulation, 1997

I certify that I have incurred an expenditure of Rs._____ (Rupees_____) on petty repairs on the accommodation hired under the NHAI (House Rent Allowance & Leased Accommodation) Regulation, 1997. The details of the claim are as under:-

| | | | |
|---|---|---|---|
| 1. | Period of Claim | : | April-September, 200_<br>October-March, 200_ |
| 2. | Month of Claim | : | October, 200_<br>April, 200_ |
| 3. | Name & Designation | : | |
| 4. | Type of Lease | : | Company/Self |
| 5. | Present lease period (i.e., 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 : _____

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