

THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI
PERSONNEL DIVISION
(I.R. GROUP)

F.No.STC/CO/PER/IR/02126/2011

Dated: 12.07.2024

CIRCULAR NO: IR/16/2024

Ref: Circular No. IR/24/2010 dated 16.12.2010

Circular No. IR/23/2012 dated 18.07.2012

Circular No. IR/15/2018 dated 01.08.2018

Circular No. IR/10/2019 dated 24.05.2019

Sub: STC Residential Apartments Allotment Rules – Amendment thereof

With the approval of the Competent Authority, the following amendments/addition are made to the existing rules of STC Residential Apartments Allotments Rules with immediate effect:

RULE 4 – Allotment

Allotment of apartments at Delhi and Representative Offices (R.Os) shall be made by the Head, General Administration Group, while allotment of apartments in the Asiad Village shall be made by Director (P&A)/CMD.

RULE 21 - Misuse of apartments

(ii) If an employee to whom a residence has been allotted, unauthorizedly sublets the residence or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for any purposes other than that for which it is meant or tampers with the electric or water connection or commits any other breach of the rules or of the terms and conditions of the allotment or uses the residence or premises or permits or suffers the residence or premises to be used for any purpose which the Corporation considers to be improper or conducts himself/herself in a manner which in his/her opinion is prejudicial to the maintenance of harmonious relations with the neighbors or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Corporation may, without

prejudice to any other disciplinary action that may be taken against him/her, cancel the allotment of the residence.

Explanation: In this sub-rule the expression 'employees' includes, unless the context otherwise requires a member of her/his family and any person claiming through the employee.

(iii) If an employee sublets a residence allotted to him/her or any portion thereof or any of the outhouses, garages or appurtenant thereto, in contravention of the rules, he/she may, without prejudice to any other action that may be taken against him/her, be charged such damages from the date of cancellation of allotment as may be fixed by the Corporation from time to time in this respect.

The quantum of license fee to be recovered and the period for which the same is to be recovered in each case will be decided by the Corporation on merits.

(iv) Where action to cancel the allotment is taken on account of unauthorized subletting of the premises by the allottee, and any other person residing with him/her therein to vacate the premises, the allotment shall be cancelled with effect from the date of issue of the order for cancellation of allotment. A period of thirty (30) days from the date of the orders for the cancellation of the allotment shall be allowed to allottee, and any other person residing with him/her therein to vacate the premises. The employee can also be declared ineligible for allotment of residential accommodation for the remaining period of his service.

(v) The Allotment Authority shall be competent to take all or any action under sub-rules (ii) to (iv) of this rule and also declare the employee who commits breach of the rules and instructions issued to him/her, to be ineligible for allotment of residential accommodation the remaining period of his service.

Provided that before taking any action against an employee under this rule, the Competent Authority shall provide to such an employee a reasonable opportunity to represent personally or in writing before such Competent Authority of being heard against the action proposed.



(vi) Where any penalty under this rule is imposed by the Allotting Authority, the aggrieved person, may within thirty (30) days of the receipt of the orders by him/her imposing the penalty, file a representation to the respective authority. Apart from the action taken under the Allotment Rules, the Disciplinary Authority also can initiate departmental action under the disciplinary rules for imposing suitable penalty on grounds of unbecoming conduct of the public servant involving violation of Rule 4.1(iii) of the STC Employees' (Conduct, Discipline & Appeal) Rules, 1975.

RULE 22 - Conduct/behaviour of residents

The allottees shall maintain harmonious relations with their neighbours and shall not indulge in any form of behavior which will not be in the interest of harmonious community living failing which action (including cancellation of allotment) may be taken against such person.


(S. K. Meena)

Jt. General Manager (Pers.)

By E-mail:

- Exe. Secy. to CMD
- Exe. Secys. to CVO/Director (Fin.)
- All Divisional Heads at C.O.
- All ROs

Copy to:

- CM (F) & CFO, C.O.
- GS, STC Officer's Association
- GS, STC Employees' Union
- GS, SC/ST Employees Association
- Notice Board
- STC Website