

FAQs

1. What is the process of registration for MoD pool accn?

All married officers / eligible officers on assumption of substantive appointment in IHQ of MoD / ISOs can register for MoD pool accn through an application in the prescribed format (Form No. 1). Apart from the details requisitioned in the form, the officer has to submit the following documents:-

- (i) A copy of his posting order
- (ii) A copy of his mov order.
- (iii) Copy of mov order of his predecessor.
 - a) Registration is on one to one basis, hence, registration is permitted only on mov out of predecessor.
 - b) In case of prolonged overlap where the incumbent has assumed the appointment and the predecessor has been sidestepped as Additional officer, the incumbent officer can register himself provisionally for a period of two months for protection of seniority, however, he will be considered for allotment of accn only on mov of his predecessor.
 - c) In case of creation of new appointment or detail of predecessor not available, the officer has to enclose a copy of the Govt sanction for creation of post or furnish the detail of PE of the org alongwith a certificate duly signed by Col/ eqvt rk offr of the respective Coord section regarding the detail of rank wise authorized and held manpower strength of the organization.

2. How is the seniority of an officer fixed for allotment of MoD pool accn? What is station seniority?

- (i) Seniority of an officer reckons from the date of assumption of appointment if the initial application is recd within 07 days of assumption of appointment otherwise it is taken from the date of receipt of application.
- (ii) The inter se seniority of officers having the same date of seniority is considered based on precedence of receipt of application.
- (iii) Officers who are posted from field are eligible for ante date seniority of half of their field tenure on production of certification from the concerned Stn HQrs/ Ad hoc Stn HQrs in the prescribed format within 14 days of submission of application.
- (iv) Condonation of delay in submission of application is considered on merit by Dy CAO(Qtr) on request by the officer.
- (v) An officer on side stepping within the same station to a different Stn HQrs, is eligible to retain his original seniority as Station Seniority.

3. What is the seniority for allotment of married accn if an officer is married after his posting?

The seniority reckons from the date of marriage if the application is made within 07 days, otherwise from the date of receipt of application.

4. What is the procedure for allotment of MoD pool accn?

(i) Allotment is made through rank pool wise offer in sequence of seniority. Offers are issued on 1st and 3rd Friday of every month.

(ii) Allotment is based on the acceptances recd as per their seniority and priority indicated in the acceptance for the area specified by them.

(iii) The detail of rank pool wise seniority covered in different areas in the pool is issued and also uploaded online on site <http://www.caomod.nic.in> after each allotment which gives an indication of the wait period for different areas.

5. What is the timeline for consideration of a request for ensuing offer?

(i) All offer related requests should reach latest by Monday of the week of the offer positively.

(ii) Requests from officers registered fresh should reach by Wednesday of week of the offer.

6. What is the period of relegation for different types of accn?

Officer upto the rank of Brig are relegated for 03 months for temp/ hostel accn and 06 months for regular accn if they do not tender their acceptance or tender partial acceptance and house in their choice of area is allotted to a junior in the offer or remains unallotted.

7. What is the provision for waiver of relegation?

Request for waiver of relegation is considered on merit by O/o JS & CAO.

8. What are the provisions on restricting/ specifying area?

(i) An officer can specify one area each for Temp and regular accn which he can change twice prior to allotment.

(ii) Application to be submitted as per the prescribed Format ([Form No. 7](#)) duly countersigned by his/ her superior officer.

(iii) An officer also has the option to keep his choices open without any restriction wherein the officers will be offered accns in all the available areas as per his seniority.

9. Can an officer seek deferment of allotment?

An officer can seek deferment of allotment of accn for a minimum period of 03 months or for a specified period on grounds of outstation leave.

10. What are the grounds and procedure for out of turn allotment of accn?

(i) Out of turn allotment is admissible on medical grounds. Officers have to furnish a certificate from Services Hospital duly recommended by DGMS (Army) for allotment on out of turn basis.

(ii) For temporary accn, the request should be submitted with due recommendation of respective service rep of Inter-Services Accommodation Advisory Committee (ISAAC) viz Col (Pol & Qtr), QMG's Br for Army, Capt Navy/Wks for Navy and Gp Capt Air Force Wks for Air Force.

(iii) Allotment of D-II type accn (regular) on out of turn basis is considered by principal Supply Officers Committee (PSOC).

11. What is the procedure for allotment of accn for a limited period for marriage purposes?

(i) Officers registered for MoD pool accn can be allotted accn of their entitlement for marriage purposes of their family members/ relatives for a limited period not exceeding 07 days on payment of 04 times the license fee subject to availability.

(ii) The application has to be made in the prescribed format ([Form-9](#)).

12. Is mutual exchange of accn permitted?

Mutual exchange of houses is generally not permissible, however, the Station Cdr i.e. JS & CAO can allow it on special grounds.

13. What is the procedure for change of accn?

(i) An officer can apply for change of accn of the same type after stay of 06 months in one house on special grounds.

(ii) Officers are not entitled for the benefit of ante date/ station seniority for consideration for change.

(iii) The seniority of change is taken from the date of assumption of appointment or date of application, as the case may be if the application is made between 06 to 07 months of occupation. In other cases, the delay period beyond 07 months is deducted from the seniority.

14. What are the guidelines for allotment of MoD pool accn when both the spouse are employed in government and are either posted in the same station or different stations?

An officer is eligible for allotment of MoD pool accn provided his/ her family stays with him. Hence, officers whose spouse is also working are eligible for accn if one of the family members viz children and/or wife stay with him. Such officers can apply for accn, however they are considered for allotment only when the family stays with them.

15. What are the rules and procedures for retention of MoD pool accn on posting of an officer to a peace station?

(i) An officer on his posting to a peace station can retain MoD pool accn on grounds of education of his child in school/ college for the current academic session or NAC.

(ii) For retention of accn on CEG, the officer is required to submit application along with certificate from school/ college in the prescribed format (Form No. 15). Such retention is restricted to only one child.

(iii) An officer can retain a regular accn for 02 months on NAC issued by next Station HQrs in the prescribed format (Form No. 11), thereafter the officer has the option to shift to a Mod pool hired/ temp accn which can be retained for a year with the approval of the Station Cdr (JS & CAO) and beyond that on the approval of ISAAC till validity of NAC.

16. What are the rules and procedures for retention of MoD pool accn on posting of an officer to a field area?

(i) Retention on posting to a field area is governed by Gol letter No. 39987/12/Retn/CAO/E-I dated 17 May 2017.

(ii) The letter provides for retention of regular/ temp accommodation for a maximum period of 08 months or validity of NAC for FAFA issued by Stn HQrs, Delhi Cantt or Base Post, whichever is earlier. Army/ Air Force officers who have the option of FAFA in Delhi are eligible to retain the accommodation for 02 months only, if they do not wish to register for FAFA with Delhi Area.

(iii) NAC has to be submitted by the officer within two months of their posting.

17. What are the provisions and procedures for retention of accn on medical grounds?

(i) Retention of accn on medical grounds is permitted on compassionate grounds where the dependent of the officer is suffering from some terminal disease or hospitalized requiring emergent treatment and where shifting of the patient would endanger his/her life.

(ii) The officer will be required to produce medical certificate from Govt/Military hospital and will also have to establish that required medical facilities are not available at the new duty station.

(iii) Retention of the same accn will be permitted upto a period of not more than four months on payment of 4 times the normal licence fee.

(iv) In case retention beyond four months is sought, the officer will be required to shift to a lower type of accn. Officers upto the rank of Brigadiers / equivalent will be shifted to a hired / 2-roomed hostel accn and Maj Gens and above equivalent to a type V flat. Rent for such retention will be 4 times the normal rent.

(v) The total retention in these cases under no circumstances would be longer than one year.

18. What is the provision and procedure for retention of accn after retirement?

(i) An officer on proceeding on retirement on superannuation or premature retirement or invalidment is eligible to retain MoD pool accn, except for reserved accn, for a period of 03 months on normal license fee for which the officer is required to apply in the prescribed format for issue of NDC.

(ii) Officers can retain the accn for a further period of one month on compassionate grounds on payment of advance damages rate of rent through Demand Draft/ Bankers Cheque in favour of JS & CAO, Min of Defence, subject to concurrence of Addl Secy.

(iii) Application for retention should reach the office at least 15 days prior to expiry of the permitted period of retention.

19. What are the conditions for grant of HRA to an officer?

(i) An officer is entitled to HRA from the day he has been taken on strength in IHQ of MoD/ ISO provided that he has vacated the accn in his previous duty station and is not holding any Govt accn.

(ii) An officer has to apply for issue of NAC in Annex `A` and Annex `B` to Gol letter No.10(55)/90/D(Q&C) dated 29 Sep 99 (Form No. 14) alongwith vacation report or handing over cert of the house in previous duty station .

(iii) NAC is issued subject to the condition that houses are not surplus in the pool and that the officer or his family is not holding any accn which disentitles him for HRA.

20. What are the provisions and procedure for allotment of accn or grant of HRA to a bachelor officer?

A bachelor officer can be issued NAC for HRA, if he/ she has to incur rental liability for his/her parents staying with him and solely dependent on him. The officer has to furnish the following documents:-

- (a) Documents to show dependency of parents.
- (b) Copy of rental agreement to show his rental liability.
- (c) Undertaking that he or his parents do not own a house in Delhi.

21. What is the timeline for taking over an allotted accn and handing over the previous accn?

- (i) An officer is given 05 working days to take over a newly allotted accn (incl the date of allotment).
- (ii) He/ she has to vacate the previous MoD pool accn within 07 working days of occupying the new house.
- (iii) In case, there is a delay in vacation of the previous accn, the officer is liable to be charged damages rate of rent for the period from date of occupation of the new house to the date of vacation of previous accn.

22. What are the prescribed rentals for occupation of MoD pool accn?

- (i) **License Fee.** It is the prescribed amount chargeable for occupation of MoD pool accn. Presently the license fee is charged as per the rates prescribed in Gol/ MoD letter No. [1\(1\)/87/D\(Q&C\) dated 13 Jan 88](#) and amendment thereon.
- (ii) **Rent at Rental Ceiling Rates.** It is the prescribed rate of hiring of accn by the Department in Delhi. Officer is charged this rent on retention of MoD pool accn for 2nd academic session.
- (iii) **Damages rate of rent.** It is charged for unauthorized occupation of as per rates prescribed in Gol/ [MoD/D \(Q&C\) letter No. B/68628/Q3\(B-I\)/2450/D\(Q&C\) dated 27 May 88](#) and amendment thereon.
- (iv) **Allied Charges.** Allied charges consist of charges on account of Furniture, electricity and water.

23. What are the available redressal channels for grant of relaxation or special consideration of requests not falling strictly under the purview of rules?

The officers can represent their cases before the tri services Committee viz Inter Service Accommodation Advisory Committee (ISAAC) through their respective service rep with their recommendation. in case, the officer is not satisfied with the decision of ISAAC, he can further represent his case to Principal Supply Officers Committee (PSOC) through the respective Service reps with their recommendation.

24. What are the provisions for retention of accn by officers proceeding on course of instruction in India and ex-India?

- (i) Officers detailed on a course of instruction in India can retain the accn for the duration of the course or up to a maximum period of 6 months whichever is less.
- (ii) Officers detailed on courses of instruction in India duration of which exceeds 6 months are treated as transferred from AFHQ and the retention of accn is permissible either on NAC or educational grounds.
- (iii) Officers proceeding ex-India on a course of instruction or on deputation for a period of more than three months but less than 12 months can retain the accn provided he has not availed of the concession of free conveyance for the family to a selected place of residence in India. They can further retain the accn for 42 days from the date of completion of the course/deputation.

25. What are the provisions for retention of accn by Officers on Study Leave?

- (i) Officers proceeding on study leave for a period of more than six months and attached to Branches/Directorates of Service HQrs during the study leave will be shifted to hired accn in NOIDA or they may be permitted to sponsor houses in Delhi or to live on rent reimbursement basis.
- (ii) Officers attached to any units not attached to AFHQ will seek allotment of accn from that unit and vacate the Defence Pool accn. For retention beyond 10 days of SOS of AFHQ the officer will be required to produce NAC from the unit to which they are attached. Other condition for retention of NAC grounds will be applicable to them.

26. What is the provision for allotment of garages where they are not integral part of the house?

- (i) Officers are required to apply separately on the prescribed form (Form No. 10) for allotment of Garage in Type-V flats (D-I/D-II) Arjun Vihar area. The seniority for this purpose will reckon from the date of occupation of the flat if the application is made within 15 days, failing which the seniority will reckon from the date of receipt of the application in quartering Office.
- (ii) Allotment of garages in these areas is restricted to only those officers who are in possession of cars in their own/wife's name.
- (iii) Request for change of garage will be governed by the same rules as applicable to change of accn.

27. What are the provisions for allotment/retention of accn to officers posted on deputation to a civil organization/PSU in Delhi?

The allotment/retention of accn to officers posted on deputation to civil organizations/PSU in Delhi is governed by the provisions contained in Govt. of India, Ministry of Defence letter No. 13(1)/89/D(Q&C) dated 31 Jan 90 (Annexure-I).