



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

Tel. No. 0141-2385791

No.: F.1(15)/JMRC/DCA/Adm/Accom/2013-14/5442

Date : November 08, 2013

OFFICE ORDER

In accordance with the decision taken in the 15th Meeting of the Board of Directors held on June 28, 2013, vide agenda item No. 15.19, the following entitlements have been fixed for arranging lease accommodation by JMRC to cater to the housing requirement of JMRC employees:

S.No.	Designation	Monthly Lease Amount (in Rupees)	Monthly Lease Rent Recovery (in Rupees)
1.	MD	40000	2000
2.	Director	36000	1800
3.	ED	27200	1360
4.	GM	24000	1200
5.	JGM/DGM or equivalent	21200	1060
6.	Manager or equivalent	19200	960
7.	SCTO/JEn/EO or equivalent	5000	250
8.	CRA or equivalent	4500	225
9.	Maintainer or equivalent	4000	200

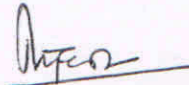
Note :

- No self lease is allowed (i.e., no leasing of house owned by self / spouse or Family member).
- Probationer trainees in JMRC will also be entitled to Corporation/Leased accommodation as per entitlement norms mentioned above, upon approval of the Competent Authority under the Rajasthan (Regulation of Appointments to Public Services and Rationalisation of Staff) Act, 1999.
- JMRC will not bear expenses incurred, if any, on the maintenance & up keep of leased accommodation. However, such expenditure on JMRC-owned houses shall be borne by JMRC.
- This leasing arrangement for the JMRC employee will be available and continue only if and for the period the employee is not allotted a transit or regular accommodation by JMRC, as per his/her entitlement.
- Any excess rent over and above the ceiling/entitlement, shall be borne by the employee & not by JMRC & the same shall be recovered from his/her salary.
- No house rent allowance is payable to the employee during lease period.

- (vii) The lease rent shall be recovered monthly from the salary of the employee. However, the lease amount shall be paid directly to the landlord.
- (viii) The employee is allowed to retain his leased accommodation / JMRC-owned accommodation till his employment in JMRC & will have to vacate/terminate the lease by
- (a) the last date of the following month of his leaving the organization in case of resignation/termination/repatriation.
 - (b) within 3 months of his death/retirement.
- Any extra payment made to Lessor in such case by JMRC shall be recovered from the employee.
- (ix) The employee shall apply for leasing permission in a format enclosed herewith (Annexure-I) providing details & undertaking for acceptance of above conditions. After approval of the same by JMRC, lease agreement shall be signed between JMRC & Lessor.
- (x) The accommodation to be taken on lease should be as near to the Metro Depot/Corridor as possible.

This is issued with the approval of the Competent Authority, in supersession of office order No. F-1(15)/JMRC/DCA/Admn/Accom/2013-14/5338 Dated : 01.11.2013.

Encl.: Annexure-I



(Rajesh Kumar Agerwal)
Executive Director (Corporate Affairs)

Copy to: 5443-40 dt. 8.11.2013

1. PS to CMD, JMRC
2. All Functional Directors, JMRC
3. All Executive Directors, JMRC
4. GM (Admn)/PC/RS/Operations/Traction/S&T/PP, JMRC
5. ACP (IT), JMRC for placing the order on JMRC website.
6. All employees of JMRC through JMRC website.

ANNEXURE-I

PERFORMA FOR LEASE ACCOMODATION PERMISSION

1. Directorate:
2. Name:
3. Designation:
4. Scale of pay:
5. Place of posting:
6. Owner s Name and address:
7. Address of the premises to be taken on lease:
8. Monetary ceiling of lease amount for the officer:
9. Monthly rent claimed by the owner: Rs.
10. Date from and period for which lease is proposed to be taken:
11. Period up to which deputation is approved:.....

I authorise JMRC to deduct lease rent recovery and excess of the entitled amount of lease rent paid to the lessor, if any, from my monthly salary. I undertake to vacate the leased premises as per JMRC guidelines on cessation of my employment with JMRC ,under intimation to JMRC. I also accept all other terms and conditions of JMRC guidelines contained in office order No.F1 (15)/JMRC/DCA/Adm/Accom/ 2013 -14/546.2 Dated 08 November 2013.

Consent of house owner is enclosed.

Signature:
Name of the Employee :.....
Designation:
Date:

Encl: As above

(.....)

Name & Signature of Controlling officer:

Dated:

From:

.....
.....
.....
(Name & address of house owner)
.....
(Contact Phone / Mobile No.)
.....
(e-mail ID, if any)

To:

The Director (Corporate Affairs),
Jaipur Metro Rail Corporation,
Khanij Bhawan, Tilak marg,
C-Scheme, Jaipur-302005

Sub: Leasing out Accommodation

Sir,

I, the undersigned (Name of owner) is willing to lease my premises, mentioned in the Schedule below, to JMRC for the use of Shri.....(Name of JMRC employee) who is working in your office in the capacity of (Designation of employee), on the basis of monthly rent of Rs.....(Amount) for a period of months.

Schedule

Address of the property offered	
Description of the property offered	
Area in Sq. Ft./Sq.Mtr.	

Proof of ownership of my premises is enclosed herewith.

Thanking you,

Yours truly,

Encl: As above

(.....)