

**STANDARD OPERATING PROCEDURE (SOP)
FOR
HOUSE ALLOTMENT COMMITTEE (HAC)
OF
PUNATSANGCHHU-I HYDROELECTRIC PROJECT AUTHORITY**

1. Background

Residential quarters were constructed by PHPA-I for providing a decent and an affordable housing facility to all its employees. The residential quarters are allotted to employees of PHPA-I on the basis of HAC Rules & Regulations 2015, revised from time to time.

2. Purpose

The purpose of this SOP is to define the processes and responsibilities of the HAC in the allotment, monitoring, and repossession of residential quarters in the Project premises i.e. Bjimthangkha and Phuentsholing, in accordance with the HAC Rules & Regulations – 2015 revised in March 2025. This document shall also serve to ensure fairness, transparency, and proper documentation of all processes related to housing allotment.

3. Composition

The current HAC was reconstituted vide officer order No. PHPA-I/ADM/22/2025/122 dated 6.3.2025 comprising the following members:

1	Chairman	CE/SE level officer
2	Member Secretary	Administrative Officer-I, P&A Circle
3	Members	From F&A Circle
		From CIM Division
		From P&A Circle

4. Roles and Responsibilities

The following are the roles & responsibilities of the HAC Office bearers:

i) Chairman

- a) Preside over all meetings.
- b) Facilitate deliberations in consultation with the Committee Members, ensuring collective decision-making.
- c) Approve actions based on Committee decisions.
- d) Ensure all meetings are formally recorded, signed, and circulated.

ii) Member Secretary

- a) Maintain all documentations, including minutes of meeting(s) and records of allotments.
- b) Prepare and issue allotment orders based on decisions made by the Committee.
- c) Ensure follow-up actions are taken for all allotments, re-allotments, and repossessions.

iii) Members

- a) Actively participate in deliberations, evaluations, and decisions.
- b) Periodically inspect housing conditions/habitability at Bjimthangkha/Phuentsholing or as and when required.
- c) Ensure compliance with the relevant rules and regulations besides assisting in periodic inspection of quarters.
- d) Monitor the status of quarters and report on any discrepancies or issues.

5. Authority competent to allot quarters

The vacant quarters will be allotted by the following Competent Authorities:

Management	-	A to C type quarters
HAC	-	D to H type quarters (as per the entitlement and eligibility criteria prescribed in the HAC Rules & Regulations 2015 (1 st Revision-2025), revised from time to time

6. Allotment Process

a) Eligibility

All employees fulfilling the allotment criteria stipulated in the House Allotment Rules & Regulations 2015 (1st Revision-2025).

b) Application Submission

- i) Employees must submit a formal application to the HAC Secretary, ensuring all required documents (e.g., CID, employment details) are attached as **Annex-4a** and **Annex-4b**).
- ii) Applications shall be reviewed by HAC for compliance with eligibility criteria and availability of quarters.

c) Evaluation

The HAC shall review applications based on the following criteria:

- i) Seniority (grade, length of service and age)
- ii) Availability of vacant quarters
- iii) Current repossession status
- iv) Others conditions as may be deemed befitting in accordance with relevant rules & regulations

d) Approval

- i) Approval of the applications so received for allotment of quarters shall be accorded by the Competent Authority as per HAC Rules & Regulations based on the HAC's recommendations.
- ii) A formal order regarding allotment of a specific and entitled categories of quarters shall be issued by the HAC.

e) Possession/Occupation

- i) Once approved, the HAC shall hand over the quarters/keys to the respective allottees with a copy of Inventory Checklist (**Annex-4c**) of furniture, fixture and fittings. Quarters allotted to persons other than PHPA-I employees shall be required to sign a Rental Agreement (**Annex-4d**).
- ii) It shall be the responsibility of the allottees to confirm possession of the allotted quarter in writing to the HAC.

7. Vacation/Repossession Process

a) Surrender

- i) Employees intending to surrender their allotted quarters must submit a written request to the HAC indicating the date on which he/she intends to surrender the quarter.
- ii) HAC shall inspect the quarters envisaged to be surrendered to verify the condition of the quarter, furniture, fixtures, sanitary/plumbing fittings, etc.).
- iii) If HAC finds the quarter to be surrendered in satisfactory and habitable condition, the Personnel Division will be notified of the rental deduction cessation by the HAC.
- iv) The quarters surrendered after completing all the requisite formalities shall be repossessed by the HAC.

b) Repossession (Rights & Conditions)

The HAC shall reserve the right to repossess an allotted quarter under the following circumstances but not limited to:

- i) Unauthorized subletting
- ii) Non-occupation for more than 15 days from the date of allotment and without informing the HAC

- iii) Misuse of the quarters for non-residential or illegal purposes
- iv) Repeated violations of house allotment policies, rules & regulations
- v) Damage to property beyond normal wear and tear

8. Monitoring & Compliance

- i) HAC shall ensure proper monitoring and compliance of all the rules & regulations, policies through periodic inspections.
- ii) Unauthorized occupation or violations of norms shall lead to eviction and punitive actions including initiating legal proceedings.

9. Record Keeping & Reporting

- i) Member Secretary, HAC shall be responsible for upto date maintenance of all records/reports of applications, allotments, inspections and vacations for which he/she shall be supported by a competent sub-ordinate staff.
- ii) Regular status reports viz. applications received, allotments, vacated quarters, and property condition shall be presented during the HAC sittings.
- iii) HAC shall meet on fortnightly basis if possible else on monthly basis or as the situation may demand to deliberate and decide on the allotments/repossessions and any other issues.
- iv) Discrepancies or unauthorized actions must be immediately reported for necessary action.

10. Amendments/Revisions

- i) This SOP shall be subject to periodic review and be amended/ revised as may be deemed necessary by the Management.
- ii) Amendments/revisions if any to the rules & regulations shall be notified to all concerned/hosted in the PHPA-I Website for broader circulation.