



MAHARASHTRA METRO RAIL CORPORATION LIMITED
(A JOINT VENTURE OF GOVT. OF INDIA & GOVT. OF MAHARASHTRA)

RENTED ACCOMMODATION/ SELF LEASE FACILITY



MAHARASHTRA METRO RAIL CORPORATION LTD.
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RENTED ACCOMMODATION/ SELF LEASE FACILITY

1. The entitlement of leased accommodation for Executive (Regular/ Re-employed) and Non- Executive (Regular/ Re-employed) is placed below with the related terms and conditions.

(a) Executive (Regular/ Re-employed):-

Level of Executive	Rented lease/ Self Lease amount payable for Nagpur per month (in Rs.)	Lease Rent Recovery per month (in Rs.)
MD	Rs. 40,000/-	Rs. 2000/-
Functional Directors	Rs. 36,000/-	Rs. 1800/-
ED	Rs. 29,360/-	Rs. 1468/-
CGM/ GM/ HOD	Rs. 28,000/-	Rs. 1400/-
Sr. AGM/ AGM/ JGM	Rs. 26,720/-	Rs. 1336/-
Sr. DGM/ DGM	Rs. 22,640/-	Rs. 1132/-
Manager/ AM	Rs. 20,000/-	Rs. 1000/-

(b) Non-executive (Re-employed):- The additional amount to be paid to Re-employed Non-executive Employees as lease in addition to the lump sum fee is as given below.

Ser No.	Revised CDA grade held at the time of retirement	Lump sum fee (inclusive of HRA)	Lease to be paid
1.	Supervisor in grade Rs. 9300-34800 (GP- Rs. 4800) or equivalent IDA grade Rs. 18500-35600 IDA	Rs. 45,600/-	Rs. 3160/-
2.	Supervisor in grade Rs. 9300-34800 (GP- Rs. 4600) or equivalent IDA grade Rs. 16000-30770 IDA	Rs. 41,300/-	Rs. 3130/-
3.	Supervisor in grade Rs. 9300-34800 (GP- Rs. 4200) or equivalent pre-revised (5000-8000) IDA grade Rs. 13500-25500 IDA	Rs. 35,300/-	Rs. 3040/-
4.	Supporting Staff in grade Rs. 5200-20200 (GP- Rs. 2400) or equivalent IDA grade Rs. 10170-18500 IDA	Rs. 27,800/-	Rs. 1800/-
5.	Supporting Staff in grade Rs. Rs. 5200-20200 (GP- Rs. 2000) or equivalent IDA grade Rs. 8000-14140	Rs. 24,600/-	Rs. 1710/-
6.	/ 5200-20200 (GP- Rs. 1900)/ Rs. 5200-20200 (GP- Rs. 1800) or equivalent IDA grade 6670-11470/ 6090-9300 IDA	Rs. 18,700/-	Rs. 1600/-

Note:- If any Employee falls between lower and higher GP of the slab, then the nearest GP will be applicable for consideration of lease entitlement.

(c) Non- Executive (Regular):- The amount of lease will be @1.75 times of the HRA as per current Basic Pay as prevailing from time to time with existing HRA rate. A lease rent recovery @ Rs. 200/- per month will be made from salary of the employee.



MAHARASHTRA METRO RAIL CORPORATION LTD.
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This will be admissible to all Non-executive employees, who are eligible for HRA.

(d) The Employees, who are offered official accommodation/ quarter in future and surrender/ refuse the same after the allotment has been made, will not be eligible for housing facility.

(e) Executives who are on deputation in CDA pay scale and drawing parent department pay plus deputation allowance will be eligible for lease entitlement/ rates at par with the prevailing rates of lease of their parent organization or Maha Metro, which ever is higher.

(f) Declaration of housing lease (Rented/ Self Lease) as per Annexure A below alongwith address of residence, shall be submitted by the Employee who want to avail the housing lease facility. The same will be required to be resubmitted in case of change of accommodation.

2. **Terms and Conditions for Rented and Self Lease Accommodation:-**

(a) The Regular/ Contract/ Re-employed Employees who are on the payroll of Maha Metro are only entitled for the lease facilities. Consultants are not entitled for these facilities.

(b) Brokerage equivalent of one month's rent or monthly ceiling limit, which ever is less, normally once at the same place of posting will be allowed. In exceptional circumstances it can be allowed after 2 years at the same place of posting. Payment shall be made directly to the agent/ broker.

(c) One month's advance is allowed and security deposit not exceeding 2 months rent will be allowed subject to the condition that the Employee will be responsible for the refund of the security deposit, if any, at the time of vacation of the allotted premises. In case of default, the outstanding amount of the security deposit will be recovered from the Employee.

(d) For the purpose of this facility, such residential accommodation or a portion thereof may be taken on lease by Maha Metro directly for the residential use of the Employee, provided the Management is fully satisfied before execution of the lease deed, that the total accommodation to be leased is a distinctly demarcated residential dwelling unit not amenable to unauthorized or mixed use by reason of the remaining house being in occupation of near relations and to this end, the Management may call for such information as considered necessary from the employees concerned.

(e) The Employees, if they prefer to stay in their own house or living with legally wedded wife/ husband shall be allowed to take their house on self-lease basis. The accommodation owned by an Employee or his/ her dependent family member (spouse and children) may be taken on lease by Maha Metro for residential use of the Employee on declaration from family member with valid proof of relationship and ownership.

(f) The Application form (enclosed at Annexure A below) and list of essential documents (enclosed at Annexure C below) required for the lease purpose shall be submitted by the Employee.



MAHARASHTRA METRO RAIL CORPORATION LTD.

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(g) It is incumbent upon the landlord to produce evidence of ownership of premises to be leased out.

(h) Lease is to be executed between the Corporation and the landlord. Period of agreement shall normally be one year and should normally provide for renewal on the same terms thereafter, at the sole discretion of Maha Metro.

(i) A copy of the standard lease agreement is placed at **Annexure B** below. The deed will be typed on a non-judicial stamp paper of appropriate value. The deed in original shall be kept with Maha Metro.

(j) The fitting, fixture, equipment etc., in the premises shall be listed, if so desired by the landlord. It will be the responsibility of the employee residing in the premises to ensure that the listed items are handed back to the landlord in good order at the end of the lease period. Damages, if any claimed by the landlord will be on account of the employee concerned.

3. **INTERPRETATION AND RELAXATIONS:** - The decision of the Managing Director of the Corporation, on all interpretations and relaxations to this Policy, will be final. The power to interpret, modify, cancel, relax, and add to or amendment to any of these rules shall rest with the Managing Director, whose decision shall be final.



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Annexure-A

APPLICATION FOR THIRD PARTY/ SELF LEASE ACCOMODATION

1.	Project/ Office	
2.	Name	
3.	Employee No.	
4.	Designation	
5.	Pay Scale	
6.	Place of Posting	
7.	Type of Appointment/ Employment	
8.	Owner's name alongwith letter of consent (to be enclosed) and address	
9.	Monetary ceiling for Rented/ Self Lease of the Employee	
10.	Monthly rent which will be claimed by the Employee	
11.	Date from which lease is proposed to be taken	

I UNDERTAKE TO REPAY THROUGH MONTHLY SALARY THE AMOUNT IN EXCESS OF THE ENTITLED AMOUNT OF LEASE OF ACCOMMODATION.

Signature: _____

Name of the Employee: _____

Designation: _____

Date: _____

(Controlling Officer)

Signature: _____

Name: _____

Designation: _____



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Annexure-B

LEASE DEED

THIS DEED OF LEASE made on the _____ day of month
_____ Two Thousand _____ between
_____ R/o

_____ hereafter referred to as the LESSOR which
expression wherever the context permits or requires shall include his/ her successors
and assigns of the ONE PART and MAHARASHTRA METRO RAIL CORPORATION LTD.
(Maha Metro) having its Registered Office at Metro House, 28/2 Anand Nagar, C. K.
Naidu Marg, Civil Lines, Nagpur-1, represented by
_____ (designation)

executing this deed hereinafter called the LESSEE (which expression wherever the
context permits or requires shall include its successors/ assigns in Office) of the
OTHER PART.

WHREAS THE LESSOR herein is the owner of the residential premise at

WHEREAS in the above premises comprising of _____ is
offered for residential accommodation to _____ of
Maharashtra Metro Rail Corporation Ltd.

WHEREAS discussions took place between the parties herein as a result of which it has
been agreed to lease out the said premises and hire out the amenities provided to the
LESSEE for a period of _____ (month(s)/year(s)) with effect from
_____ on terms and conditions set out in this deed of lease NOW this
Deed of Lease witness that in consideration of the rent hereinafter contained and
agreed to between the LESSOR and the LESSEE. The LESSOR do hereby demise, convey
and grant by way of lease unto the LESSEE the premise at

_____ together with all rights to use all roads, paths, passages at
all times and for all purpose to and from the above mentioned premises and with other
appurtenance and all rights, liberties, privileges attached thereto the hold of the said
area hereby demised or expresses or intended so to be (hereinafter referred to the
demised premises) unto the LESSEE for a term of _____
(month(s)/year(s)) with effect from _____ by paying to the LESSOR
during the said term a monthly rent of Rs. _____ (Rupees
_____ only) in addition to interest free
refundable security deposit of Rs. _____ (Rupees
_____ only). The security deposit will be
refunded back at the time of handing over the vacant possession of the premises.



MAHARASHTRA METRO RAIL CORPORATION LTD.
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LESSEE's COVENANTS:

The LESSEE hereby covenant as follows:-

1. That the LESSEE has taken the premises exclusively for the residential purpose of the Occupier and his/ her family dependants only. In case of the Occupier leaving the services of the LESSEE or his/ her getting transferred outside Nagpur or his vacating the demised premises for any reason, the complete vacant possession of the demised premises will be handed over to the LESSOR by the Occupier with due notice through the LESSEE. However, the LESSEE shall remain primarily responsible for handing over the vacant and complete possession of the subject premises. The LESSEE shall not allot the demised premises to any other person.
2. To pay the LESSOR during the said term the monthly amount of Rs. _____ (Rupees _____ only) towards the rent and for fixtures like tube lights, fans, geyser, almirah and grills reserved in advance by 7th (seventh) of every month. This amount of Rs. _____ per month will be paid by way of cheque/ RTGS/ NEFT in favour of the owner i.e. _____.
3. That the Occupier shall pay all the charges for the consumption of electricity and water directly to the concerned authority from time to time as per bills of the authorities. In case of termination of this agreement, the LESSEE shall ensure that all such charges till the date of handing over the vacant possession of the demised premises are paid in full.
4. During the said term to keep the interior of the demised premises in good and tenantable condition and to execute at their own cost and expenses all minor repairs, if any, may be required or necessary to be done from time to time at the demised premises.
5. That the LESSEE or the Occupier shall not make any structural additions or alterations in the said premises without the written permission of the LESSOR.
6. Not to assign, transfer, sublet, underlet or part with possession of the demised premises or any part thereof.
7. Not at any time during the said term to carry on or permit to be committed on the demised premises or any part thereof any offensive or dangerous trade, business, manufacturers or occupation, not to use the same or allow the same to be used of any illegal or normal purposes.
8. Not to remove any sanitary, electrical and other things and fixtures as listed. List of fittings and fixtures existing at the commencement of this demise or that any after be put up in the demised premises by the LESSOR except such tenants fixture which the LESSEE shall be entitled to remove and to repair and restore at their own cost and expenses any damage or injury which the demised premises may sustain by such removal.
9. At the expiry of the tenancy hereby created peaceably and quietly to yield and deliver unto the LESSOR the demised premises and every part thereof together with sanitary, electrical and other fittings and fixtures as listed. List of Fittings and Fixtures and all other appliances, which have been or might hereafter be fitted up or fixed by



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the LESSOR and which are now or might hereafter be in the demised premises in the same good condition as the same are new (reasonable wear and tear, damage by tempest, earthquake, Act of God or any inevitable force only excepted).

LESSOR's COVENANTS:

The LESSOR hereby covenants as follows:-

1. That the LESSOR will pay all Government, Nagpur Municipal Corporation Water & Sewerage taxes and other rates and taxes whatsoever in respect of the demised premises.
2. That the LESSEE observing and performing all the covenants and conditions herein contained and on their part to be observed and performed may quietly and peacefully held and enjoy the demised premises during the term hereby created without any interruption by the LESSOR or any person or persons rightfully claiming from under or in trust of them.

AND IT IS AGREED AS FOLLOWS:-

1. The LESSOR shall permit the LESSEE, their servants, employees and visitors at all times during the subsistence of this lease the use of (with other tenants or occupiers of the building) entrance, doorways, staircases, lobbies, landing paths and passages to and from the demised premises, which may be designated for use of the demised premises.
2. The LESSOR hereby agrees that in the event of damage or destruction of the said premises or any part thereof by Act of God, fire or earthquake rendering the said premises or any part thereof unfit for use or for the purpose for which it was taken, the LESSEE shall have the option to terminate the lease provided the fire is not attributable to the LESSEE. That the LESSEE shall permit the LESSOR his/ her authorized representatives to enter upon the demised premises at all reasonable times for the purpose of either for inspection or repair of the demised premises as and when necessary.
3. The LESSOR shall not be responsible or liable for not providing such as (a) Fluorescent tube lights, (b) Electrical installments including plug points and (c) watch and ward due to circumstances beyond their control and/or due to Act of God and due to restrictions imposed by law.
4. The LESSOR shall be at liberty to terminate this tenancy lease at any time during the initial lease or renewed terms by serving on either side atleast one month's prior notice in writing, notwithstanding anything to the contrary contained hereinafter.
5. At the time of termination of agreement, if there is any unadjusted advance of the LESSEE with the LESSOR, the same shall be refunded to the LESSEE at the same time of the LESSOR taking over the actual, physical, vacant possession of the premises.



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I, WITNESS WHEREOF on this date`aforementioned the LESSOR has executed this lease deed by Shri/Smt. _____ and the LESSEE has executed this lease deed acting by and through _____.

LESSOR

LESSEE

(MAHARASHTRA METRO RAIL CORPORATION LTD.)

WITNESS:-

1. Signature: _____
Name: _____
Address: _____
2. Signature: _____
Name: _____
Address: _____



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DOCUMENTS REQUIRED FOR RENTED/ SELF LEASED ACCOMMODATION CASES

1. For fresh Rented/ Self Leased cases:-

- (a) Covering note with details (Name, Employee No., Designation, Department, Type of service, Mobile No. and Intercom).
- (b) Copy of Registry papers of leased house (each paper self verified).
- (c) Copy of Map (self verified).
- (d) Electricity bill (self verified).
- (e) If third party lease then Owner consent.
- (f) Copy of Rent Agreement.
- (g) Undertaking of claimed lease amount.
- (h) 3 copies of lease deed (lease deed must be on Rs. 50/- or 100/- non-judicial stamp papers)
- (i) Copy of office order of joining.
- (k) Copy of Pan Card of Owner.
- (l) Cancelled cheque of Owner's bank account (in original).

2. If application is for extension with enhanced amount (due to promotion):-

- (a) Covering note through Controlling Officer.
- (b) Owner consent.
- (c) Undertaking of claimed lease amount.
- (d) Copy of Pan Card of Owner.

3. Checklist Required:-

- (a) A sketch of the property, showing area to be leased.
- (b) Photocopy of ownership document of property to be leased.
- (c) Details of property:-
 - (i) Name of the property owner.
 - (ii) Address.
 - (iii) Plinth area of the house to be leased.
 - (iv) Plinth area breakdown of the house to be leased.