

**INDIAN FARMERS FERTILISER COOPERATIVE LIMITED**  
**IFFCO SADAN**  
**NEW DELHI**

File No. HO/Pers/Estt/73

15.04.2020

**OFFICE ORDER**

**PAYMENT OF HOUSE RENT ALLOWANCE/SOCIETY LEASE  
RENT TO EMPLOYEES SUPERANNUATING DURING THE LOCK  
DOWN PERIOD COMMENCING FROM 25<sup>TH</sup> MARCH 2020.**

Govt. of India has declared a countrywide lockdown from 25<sup>th</sup> March 2020 and the same will continue till 3<sup>rd</sup> May 2020 on account of COVID-19. As a result, the employees who have superannuated on 31<sup>st</sup> March 2020 and also those who will be retiring on 30<sup>th</sup> April, 2020 have not/will not be able to shift their belongings due to this lockdown. As the current situation is unprecedented, and beyond the control of the superannuating employees concerned, the Society has taken a sympathetic view in respect of those who stay in rented accommodation and faced an unexpected hardship on account of non-shifting from rented accommodation due to lockdown.

Accordingly, the retired/ retiring employees in March/ April 2020 are classified in 4 categories and it has been decided to deal with the matter in the following manner:




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1. Those residing in IFFCO township are entitled to stay in the Township for 3 months post retirement on payment of usual license fee. Since no hardship is envisaged to them, no relief is needed.
2. Those residing in their own houses either on self- lease or getting HRA are not expected to shift and thus no hardship is envisaged. Hence, no relief is needed for them also.
3. Those residing in rented accommodation and either getting HRA or on IFFCO lease, have not been able to shift due to lockdown and face hardship in the form of incurring house rent/ lease rent payment. Hence, it has been decided that in such cases, the employees superannuated on 31<sup>st</sup> March 2020 or superannuating on 30<sup>th</sup> April 2020 may be paid an amount equivalent to the house rent allowance/ lease rent to Lessor, as applicable, from the date following the retirement date till the continuance of lockdown. Since the lockdown is effective up to 3<sup>rd</sup> May 2020 and the landlord would normally charge for the whole month, payment will be made for the month of May 2020 also. In case of lease rent being paid by IFFCO, recovery of 10% of basic pay from the retired employee is also waived.
4. Those staying in a shared accommodation provided by IFFCO and paying per day charges whereas their families are staying elsewhere. If there was no lockdown, they would have vacated the shared accommodation. This category is also likely to face hardship to the extent of per day rent for shared accommodation. Hence it has been decided that recovery of per day rent for shared accommodation from the date following the retirement date till the continuance of lockdown and 15 days thereafter is waived.



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The employees who are drawing HRA and paying rent to the landlord by themselves will have to make a declaration about the name of the landlord, address of the rented accommodation and will furnish a rent receipt from the landlord. This will not be required in case of Company leased accommodation.

  
15.04.2020  
(R P SINGH)

DIRECTOR (HR & LEGAL)

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