

ANNEX B TO
STAFF COURSE JOINING INSTRUCTIONS

STANDING ORDERS FOR OCCUPANTS OF
MARRIED ACCOMMODATION

GENERAL

1. Married accommodation may be provided if available to any married officer of the Staff or to a Student Officer who wishes to live with his or her family once the laid down criteria is met. Period of occupation in such quarters shall be limited to the period of posting/attachment of the individual. In the case of all Student Officers, occupation shall end with the termination of the particular course or if ordered to vacate at any time during the Course by the Commandant.

PRIORITY OF ALLOCATION

2. Allocations of married quarters will be at the discretion of the Commandant.

ELIGIBILITY

3. Once a married quarter is provided to an officer, he or she must reside in it with his or her family. Failure to occupy the quarters with the family for a period of 2 weeks at any stage would disqualify from occupying such quarters and he or she will be instructed to move into single accommodation.

MAINTENANCE AND CARE

4. Responsibility. Care and maintenance of the buildings/stores and the equipment provided is the responsibility of the officer occupying. The ALO (Quartermaster) should be informed of any damage, fault or malfunction promptly.

5. Requests for Repairs. Officers occupying married quarters must fill in a service requisition and hand over the form to ALO (Quartermaster) promptly who will attend to it depending on the nature of the repair.

HANDING / TAKING OVER

6. Officers occupying any married quarters must sign the necessary documents provided by DSCSC for buildings including electrical and engineering fittings. All other barrack items will be issued on an AFQ 5.

RENTALS AND OTHER CHARGES

7. Rentals. Occupants will not be charged with any other general rent for the quarters as they are provided on a temporary basis.

8. Damages Due to Negligence. Officers are expected to pay for any breakage or damage of any barrack items issued on an AFQ 5 on the basis of replacement value of the item or the repair cost if the item is repairable. Cost of any barrack damages too will be charged from the Officer.

9. Electricity and Water. Remittance will be levied for supply of water and electricity as per the meter readings. If meters are not installed, estimated amounts would be claimed.

10. Barrack Damage Fund. Maintenance of fully furnished houses will be a costly endeavour and at times the required funds/material are not available due to various reasons. Hence, Officers occupying married quarters will be charged with a nominal sum of Rs. 650/= per month as contributions to the Barrack Damage Fund.

PRIVATE FUNCTIONS

11. Student Officers may hold private functions on a low key at the Officers' Mess. Those desirous of holding such functions will have to obtain prior written permission from the Commandant at least 72 hours in advance. Officers are solely responsible for their guests and the guests list should be enclosed to the letter of request.

LINEN AND CURTAINS

12. Linen for the quarters will not be provided. However, curtains would be provided by the ALO (Quartering) who will arrange for laundering the same periodically.

REFUSE COLLECTION

13. There is no possibility of providing separate refuse pits for each house as the quarters are in close proximity. Hence, the refuse will be collected centrally every morning between 0900 - 1000 hours. The occupants must ensure that all refuse is kept ready for collection during the stipulated timings.

COOKS

14. Cooks will not be provided to any married quarters from the College. If the individual officer is of a rank, which entitles him to these facilities, he or she may obtain them through the respective Services / Regimental Centres.

DOMESTIC AID

15. Officers occupying married accommodation may employ their own servants. However, this should be limited to one per family. The Officer will be solely responsible for the behaviour and conduct of such persons employed. Any Officer who wishes to employ a servant, must give all personal details of the servant to Brig (Coord) with the Police Clearance Certificate and Grama Sevaka Residency Certificate for official use.

MAINTENANCE OF GARDENS

16. Officers must maintain their respective gardens/compounds befitting the DSCSC environment. They may obtain any plants/foliage required for this purpose from the Garden Member of the Officers' Mess. The College however, will not provide labour for these endeavours.