



STEEL AUTHORITY OF INDIA LIMITED
CORPORATE OFFICE, NEW DELHI

No. HR/Policies/05

25th March, 2026

OFFICE ORDER

1.0 This is in reference to the instructions issued by Corporate Office from time to time regarding matters relating to payment of House Rent Allowance (HRA) to SAIL employees. Attention is specifically drawn to the instructions issued vide letter No. PER/EC/1945 dated 22/03/2013, letter No. PER/RR/4007 dated 16/01/2016, and letter No. PER/PP/4002 dated 24/05/2016. The aforesaid communications have been revisited. Accordingly, the revised rules governing payment of HRA to SAIL employees under different eventualities are as under:

- (1) An employee joining a Plant/Unit on transfer, involving change in location, shall be required to apply for allotment of a Company accommodation as per entitlement at the new place of posting, within six (6) months from the date of joining.
- (2) In the event that habitable Company accommodation, as per entitlement, is not available and there is no reasonable likelihood of allotment of a habitable Company accommodation within three (3) months from the date of application, *neither* on account of forthcoming vacation *nor* on completion of repairs & renovation of any quarter, owned by concerned Plant/Unit at that particular location, the employee shall be permitted to draw HRA, on application, at the rates notified by Corporate Office for the respective location.
- (3) The provisions at Para (1) and (2) above will be applicable in following cases also:
 - (i) Employee, who has joined the present location on transfer and is residing in Guest House, Transit House, Hostel or any other temporary accommodation provided by the Company for more than six (6) months, as on the date of issuance of these rules, provided he/she applies for allotment of Company accommodation within two (2) months from the date of notification of these rules (i.e. 25/03/2026).
 - (ii) An employee, who has been permitted to retain Company accommodation at the previous place of posting shall be required to apply for allotment of Company accommodation, as per entitlement, at the new place of posting at least six (6) months prior to the expiry of the retention period intended to be

availed. For cases, where less than six (6) months are remaining in the retention period intended to be availed on the date of issuance of these Rules, he/she may apply for Company accommodation within two (2) months from the date of issuance of these Rules (i.e. 25/03/2026). This requirement shall apply irrespective of whether the employee is residing in a Guest House, Transit House, Hostel, or any other temporary accommodation provided by the Company.

- (4) In all cases, the proposal for payment of HRA at new place of posting shall be processed and sanctioned only upon actual vacation of retained accommodation at previous place and any Guest House, Transit House, Hostel/ any other temporary accommodation provided by the Company at new place of posting.
- (5) If an employee is transferred from one Plant/Unit to other Plant/Unit within the same station, he/she will continue to avail the existing facility of Company accommodation or HRA, as applicable. However, the cost will, henceforth, be borne by the Plant/Unit to which the employee is transferred.
- (6) Henceforth, payment of HRA by SAIL to an employee shall not be linked to the receipt of HRA or any similar allowance by the spouse from SAIL or any other employer.

This will cover cases where the SAIL employee was getting differential HRA (*where his / her HRA was higher than that of his / her spouse*) or not getting HRA as the spouse of the SAIL employee was getting equal / higher HRA than the permissible HRA of SAIL employee. However, no new claim for HRA arising from voluntary vacation of Company quarter by the SAIL employee after issuance of these Rules shall be entertained under this provision.

Provided further that if both husband and wife are employed, the SAIL employee (s) desirous of claiming HRA from SAIL must submit a self-certified declaration confirming that he/she is not living in the accommodation allotted to the spouse by the spouse's employer.

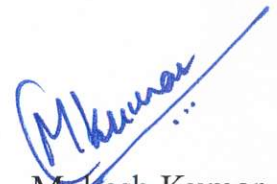
- (7) In addition to the above provisions and in order to facilitate availability of Company accommodation for employees transferred to city locations (*i.e. excluding Plant/Mine/Ranchi location*) where the number of habitable Company quarters maintained by the respective Plant/Unit is less than the number of employees posted there, the existing employees (not covered under Para (1) above), who are neither occupying Company accommodation nor drawing HRA for at least six (6) months for any reason, shall be allowed to draw HRA if Company accommodation as per entitlement does not get allotted to them. However, sanction of HRA shall be subject to fulfilment of the procedure and conditions laid down at Para (2) above.

M. Kumar

- (8) Except in cases covered at para (6) above, a “Certificate of Non-Availability of Company Accommodation as per entitlement norms of the current Plant/Unit” issued by authorized signatory will be essential before sanctioning HRA at any location.
- (9) Further, in all cases cited above, HRA will be payable prospectively and shall require approval of concerned Functional Director. For employees at Corporate Office, Director (Personnel) will be the competent Authority for approval of HRA facility.

2.0 These rules shall supersede all previous guidelines/communications on the subject. However, the provisions notified vide Letter No. PER/EC/1945 dated 22/03/2013 shall continue to apply, except to the extent expressly modified under these rules.

3.0 This issues with the approval of Competent Authority.



Mukesh Kumar
General Manager (HR)

Distribution:

- 1) All Functional Directors/ CVO, SAIL
- 2) Heads of all Plant/Units.
- 3) Heads of HR of all Plants/Units.
- 4) ED (CMD's Secretariat).
- 5) ED (HR), Corporate Office