

Government Quarters

CHAPTER 9

Government Quarters

901. The quarters listed in Appendix V are free quarters. Such quarters will normally be unfurnished and if furniture is provided by the Government, a furniture rental may be charged in accordance with General Order 904. Free quarter

902. The quarters listed in Appendix VI are reduced rent quarters. An officer occupying reduced rent quarters will be required to pay 60% of the assessed rental. The quarters will normally be unfurnished and if furniture is provided by the Government a furniture rental will be charged in accordance with General Order 904. Reduced rent quarters

903. (1) Officers authorised by the Governor will be permitted to rent government quarters which may be quarters owned or rented by the Government and which will be termed full rent quarters. Full rent quarters

(2) An officer occupying full rent quarters will be charged the assessed rental up to a maximum of 20% of his salary. If the quarters are furnished a furniture rental will be payable in addition.

904. Basic furniture may be provided in reduced rent and full rent quarters on the scale laid down in Appendix VII and at a rental of 12½% per annum of the assessed current value of the furniture. Variations to the scale may be made only with the authority of the Governor. Furniture in Government quarters

905. (1) The allocation of government quarters to entitled officers shall be the responsibility of a Housing Committee appointed by the Governor. Allocation of Government quarters

(2) If a government quarter allocated to a particular officer is for any reason left unoccupied by the officer ordinarily entitled to occupy it, it may be allocated by the Housing Committee temporarily to another officer.

(3) An officer allocated government quarters shall continue to pay rent for such quarters while on leave unless he vacates the quarters or the quarters are occupied temporarily by another officer with the approval of the Housing Committee.

906. Officers sharing government quarters will be required to share the assessed rental of the quarters but in no case will an officer be required to pay more than 20% of his salary as rent. The assessed rental of any furniture provided by the Government will be shared equally. Government quarters may not be shared, however, without the approval of the Permanent Secretary, Administration. Sharing of quarters

907. Any rent due from an officer in respect of government quarters or furniture allocated to him will be deducted from his salary at the end of each month. Rental is payable from the date on which an officer takes over government quarters to the date immediately preceding the date which he hands them over, both dates inclusive. No remission or rental will be granted on the grounds that the quarters could not be occupied while repairs were being effected unless the sanction of the Permanent Secretary, Administration has been obtained previous to occupying or vacating the quarters. Payment of rent

Quarters of-
ficer

908. The Permanent Secretary, Ministry of Communications and Works will designate an officer, Quarters Officer to be in charge of government quarters and furniture. The Quarters Officer will be responsible for -

- (a) maintaining inventories of all government furniture and fittings taken over by officers;
- (b) the custody of the keys of all unoccupied government quarters;
- (c) taking over government quarters vacated by officers and furniture returned by them and for handing over government quarters and furniture which are allocated to officers;
- (d) reporting to the Accountant General the occupancy and vacancy of all government quarters;
- (e) maintaining up to date records of assessed rentals of all reduced rent and full rent quarters and of furniture issued to officers occupying government quarters.

Handing over
and taking
over of Gov-
ernment
quarters and
furniture

909. (1) Government quarters and furniture must be taken from and handed over to the Quarters Officer. An incoming occupant of quarters must acknowledge receipt of the quarters and all articles of government furniture and equipment therein by signing the inventory; an outgoing occupant must hand over the keys of the quarters he is vacating to the Quarters Officer and will remain responsible for the quarters and all articles of government furniture and equipment therein until he obtains the signature of the Quarters Officer to the inventory in acknowledgement of their surrender. An officer provided with government quarters must give at least one week's notice to the Quarters Officer that he wishes them to be taken over.

(2) It will be the personal responsibility of the officer concerned to report through his Head of Department or Permanent Secretary to the Accountant General the date on which he occupies or vacates government quarters and the responsibility of the Quarters Officer to report to the Permanent Secretary, Ministry of Communications and Works, variations in the scale of furniture issued to an officer.

Officer's lia-
bility for de-
ficiencies or
damage

910. Unless an officer, at the time he takes over government quarters indemnifies himself by reporting any deficiency or damage, it will be assumed that he received the quarters and all articles of furniture and equipment belonging thereto in good condition and he will be liable for the cost of making good any deficiency, damage or neglect discovered during his occupancy or at the time he hands over the quarters.

Provided that an officer will not be liable for any damage which he could not reasonably have been aware of during his occupancy.

Responsibili-
ty of officer
for Govern-
ment quarters

911. (1) An officer is required to take reasonable care of the government quarters and its fixtures and all articles of government furniture allocated to him. An officer allocated government quarters is prohibited from altering the structure or fixtures. If any alteration is desired, application must be made to the Director of Public Works. All defects must be reported promptly to the Director of Public Works who is responsible for undertaking repairs.

(2) An officer is also responsible for maintaining the grounds of government quarters in reasonable condition. If the grounds are neglected, the Housing Committee may direct the officer to restore them to a neat and orderly state and if the direction is not complied with within such period of time as may be allowed by the Housing Committee, the Committee may request the Director of Public Works to effect the desired improvement at the expense of the officer concerned.

912. Government quarters are intended for the accommodation of officers, their spouses, children and dependent relatives only. No part of any government quarters may be regularly occupied by other relatives or friends without the permission of the Permanent Secretary, Administration. Quarters for members of officer's family only

913. The Housing Committee may terminate the tenancy of a house at any time by giving three months' notice to the occupant. Termination of tenancies

Provided that in exceptional circumstances the period of notice may be reduced to not less than one month.

914. An officer recruited from outside Montserrat who is entitled to occupy government quarters and who is required to stay temporarily in a hotel pending the allocation of housing will have his hotel bills paid by the Government in respect of board and lodging service charges - Hotel Expens. Expenses

- (i) for up to the first seven nights - upon payment by the officer of a contribution amounting to 25% of his salary during the period if he is a single officer or an officer unaccompanied by his spouse and 40% of his salary if accompanied by his spouse and children (if any);
- (ii) thereafter upon payment by the officer of one half of the total bill provided that no single officer will be called upon to contribute more than 40% of his salary during the period he is accommodated in a hotel and no married officer whether with or without children, more than 60%;

Provided that in respect of any period an officer will be responsible, in addition, for his laundry, telephone charges and any extra meals supplied.