

Government of India

Directorate of Estates

Application for Acceptance / Technical Acceptance of General Pool Residential Accommodation

Photo
(Passport Size)

To:

**Directorate of Estates
Nirman Bhawan
New Delhi - 110108**

INSTRUCTIONS:

- Please fill up the form in **BLOCK LETTERS** only.
- Fill dates as day (01-31), month (01-12) & year (2009) in the format **DD-MM-YYYY**.
- Please tick (✓) wherever required to do so.
- Please enclose a copy of Allotment Letter.

Registration Number of Allottee (Printed in Allotment Letter)	Allottee Account Number (AAN) (To be filled up if allotted)	Date of Receipt (To be filled by Directorate of Estates)

Allotment Details					
Allotment Offer Accepted	Allotment Offer Technically Accepted	As per Allotment Letter (Enclose copy of the Allotment Letter)			
		Date of Priority / Date of Eligibility	Pool from which allotted	Date of Allotment	Allotment ID

House Allotted by Directorate of Estates					
House Type	Locality	Sector	Block	House No	Floor

The Allotment is in lieu of the House (if any)					
House Type	Locality	Sector	Block	House No	Floor

Personal & Service Details											
1. Full Name of Allottee	Justice / Shri / Smt. / Dr. / Er. / Km / Ms.										
2. Name of Father / Spouse											
3. Designation											
4. Department / Organization											
5. Ministry / State Government											
6. Are you working in an eligible office of Central / State Government?				7. Group of Service				8. Service Status			
Central Government		State Government		A	B	C	D	Temporary		Permanent	
9. Service to which Officer belongs						10. Service Batch Year			11. Service Cadre		
IAS		IPS		IFS							
In case of Other Services , please indicate the name of Service						12. Date of Entry in Group A Service					
						-		-			
13. a) Date of Birth						b) Date of Retirement on Superannuation					
		-		-		-		-			
14. a) Date from which continuously employed in Govt. Service						b) Date from which continuously posted at Delhi					
		-		-		-		-			

Signature of the Forwarding Officer

Signature of the Applicant

15. Sex		16. Marital Status				17. Category				
Male	Female	Single			Married	General	SC	ST		
		Unmarried	Widow / Widower	Divorcee						
18. a) Rank / Status based on Warrant of Precedence (for Types VIA to VIII)						Please tick (✓) appropriate column.				
Rank / Status		Holding Post mentioned in column (A).			Holding Post of Chairman / Member in the Rank / Status equivalent to / in column (A)					
(A)		(B)			Chairman I		Member (D)			
Cabinet Minister										
Supreme Court Judge										
Chief Election Commissioner										
Minister of State										
Election Commissioner										
Deputy Minister										
High Court Judge										
Secretary to Govt. of India										
Additional Secretary										
Joint Secretary										
b) Previous Post held prior to re-appointment, if any			a) Date of Demition of the previous Office, if any				a) Date of Joining of Present Office			
19. Pay Details										
a) Pay Band / Pay Scale (Rs.)				c) Present Grade Pay (Rs.)			e) Present Band Pay (Rs.)			f) Present Basic Pay (Rs.) (Band Pay + Grade Pay)
b) Pay Fixation Order based on 6 th Pay Commission attached. Please tick (✓)					d) Present Grade Pay continuously drawn from					
YES		NO								
20. Source from which Pay is drawn										
Consolidate Fund of India (Please tick ✓)		Other Sources (Please specify)			Treasury / Pay and Accounts Office from where pay is drawn					
21. Details of Grade Pay / change in Grade Pay w.e.f. 01-01-2006 to present date										
Sl. No.	Date	Grade Pay	Basic Pay	Pay Scale / Pay Band	Name of the Office					
a)										
b)										
c)										
d)										
22. Details of Postings of the Allottee since 01-01-2001 to present date										
Sl. No.	Place of Posting	Office Posted in	Period of Posting							
			From	To						
a)										
b)										
c)										
d)										

Signature of the Forwarding Officer

Signature of the Applicant

23. Are you entitled for House Rent Allowance (HRA)?		24. Are you entitled for free accommodation?		25. Are you to pay rent as applicable to rent Defence Officers?		
Yes	No	Yes	No	Yes	No	
26. Are you debarred from allotment of Govt. residence?						
Yes		No		If Yes, up to which date		
				-	-	
27. Deputation to Central Government for AIS and Non-AIS Officers						
a) Are you on deputation to Central Govt. ?		b) If yes, Deputation to Central Government since		c) Tenure is up-to		
Yes	No		-		-	
		d) Pay fixed on joining Central Deputation (in Rs.)				
e) Duration of Deputation (in Year)	a) Pay Band / Pay Scale (Rs.)	c) Grade Pay (Rs.)	e) Band Pay (Rs.)	f) Present Basic Pay (Rs.) (Band Pay + Grade Pay)		
28. Surety Details for Temporary Officials						
Name of Surety						
Designation						
Date of Retirement			-		-	
Office / Ministry						
Address of Surety						
29.	Are you / your spouse occupying accommodation allotted by / from Directorate of Estates (DoE). If yes, please give details :				Yes	No
	Allottee's Name →					
	House Type	Locality	Sector	Block	House No.	
30.	Are you / your spouse occupying accommodation allotted by / from any Departmental Pool / State Government Pool?				Yes	No
	If yes, please give details	Department / State Government with Office address				
		Name of Allottee				
		Address of House				
		Date of Allotment				
31.	Do you / your spouse / your dependent children own a house within the jurisdiction of Local Municipality or any adjoining municipality?			Yes	No	
	If yes, please give details	Owner's Name	Relationship with Applicant	Address of House		
		Rateable Value of House per annum, if any		Monthly Rental Income, if any		
32. Particulars of CGHS Card						
CGHS Card Number		Date of Issue		No. of members included in the Card		
			-		-	

Signature of the Forwarding Officer

Signature of the Applicant

33. Particulars of Family Members			
S. No.	Name	Age	Relation with the Allottee
e)			
f)			
g)			
h)			
i)			
j)			

34. Address of Place of Duty of the Applicant		35. Local Residential Address		36. Permanent / Home Town Address	
Phone		Phone		Phone	
Fax		Mobile		E-mail	

37.	List the documents enclosed	
	(a)	(b)
	(c)	(d)
	(e)	(f)

DECLARATION BY THE APPLICANT

I declare as under:

1. I shall keep Directorate of Estates informed whenever I or my Spouse / dependent children acquire a house in the local or adjoining municipality or there is a change in the rental income.
2. I do not stand debarred for Government accommodation.
3. No other government accommodation is allotted to me or to my wife / husband on the date either by the Directorate of Estates or by the Department of Rehabilitation or by other Government Organization or local body

OR

- I undertake to vacate the accommodation allotted to me or my spouse within the stipulated period.
4. That I have been continuously employed in an eligible office located in eligible zone since the date of my application for allotment of General Pool Residential Accommodation. I undertake to keep the Directorate of Estates informed about my transfer within / outside Delhi or to an office ineligible for General Pool Residential Accommodation.

Date: _____

Signature of the Applicant

Signature of the Forwarding Officer

TO BE FILLED IN BY THE FORWARDING OFFICE

Office ID (10-digit ID)			Endorsement No.			Date		
Office								
Category of Office Please tick (✓)	Central Government							State Government
	Ministry	Department	Attached Office	Subordinate Office	Autonomous Body	Statutory Body	Other	
Name of Applicant								
Designation								
Date of continuous employment of the applicant under Government Service				Present Grade Pay	Present Band Pay	Present Basic Pay		
		-						
Marital Status of the Applicant								
Unmarried		Married		Widow		Widower		Divorcee

1. Forwarded to the Directorate of Estates, Government of India, New Delhi.
2. Certified that all the information mentioned by the applicant in this application and mentioned above by the undersigned are verified from the records and found to be correct.
3. It is also confirmed : -
 - a) The applicant / allottee is a permanent employee of this Ministry / Office.

OR

The applicant / allottee is a temporary Government servant and surety on the prescribed form duly completed is enclosed.

 - b) The date of priority / eligibility of the applicant for type _____ accommodation is _____.
 - c) Certified that the applicant is employed in an eligible office for allotment of General Pool Residential Accommodation and has not been **debarred** from allotment of General Pool accommodation.
 - d) Certified that the applicant is entitled / not entitled to rent free accommodation.
4. For applicants employed in offices of Government of NCT of Delhi only: -
 - a) Certified that the applicant is not eligible for allotment from any Departmental Pool other than Delhi Administration Pool.
 - b) Certified that no officer junior to the applicant has been allotted in-turn accommodation from Delhi Administration Pool / CBI Pool / Hospital Pool etc.

Signature with Date : _____

Name _____

Office Seal Designation _____

Phone _____

E-mail _____

Note - The staff of Government of NCT of Delhi eligible for General Pool Residential Accommodation are also required to produce a certificate that they are not eligible for securing allotment of accommodation from any departmental pool except Delhi Administration Pool. The certificate will also indicate that no junior to the applicant had been allotted in-turn allotment from Delhi Administration Pool.

Please contact **Information Facilitation Centre** at Nirman Bhawan (Ground Floor, Near Gate No.2) for any allotment related information on working days between 10.30 AM to 4.30 P.M.
E-mail : ddccomp-estates@nic.in **Website:** <http://estates.nic.in> **Phone:** 23022199 Ext. 2890