

19.	Are you / your spouse occupying accommodation allotted by Directorate of Estates (DoE). If yes, please give details :				Yes	No										
	Allottee's Name →															
	House Type	Locality		Sector	Block	House No.										
20. 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														
21.	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												
22. Indicate below the Type(s) of House for which you are applying:																
Type of House	Eligible Grade Pay	Please tick (✓) for the House Type			Pool(s) under which applied											
TYPES (I TO III)				GP	SC	ST	LS	LM								
I	Rs.1300 to Rs.1800															
II	Rs.1900 to Rs.2800															
III	Rs.4200 to Rs.4800															
TYPE IV				GP	TP	SC	ST	LS	LM							
IV	Rs.5400 to Rs.6600															
Note : If you are willing to be considered for accommodation one or two types below your entitlement, please specify the details in the relevant types also (applicable for Type IV Special and above).																
Type of House	Eligible Grade Pay	Date from which continuously drawing eligible Grade Pay as indicated							Please ✓ for Type	Pool(s) under which applied						
TYPES (IV SPECIAL TO VIA)		D	D	-	M	M	-	Y	Y	Y	Y	GP	TP	TN	LS	LM
IV(Spl.)	Rs.6600 and above			-			-									
VA(DII)	Rs.7600 and above			-			-									
VB(DI)	Rs.8700 and above			-			-									
VIA(CII)	Rs.10000 and above			-			-									
TYPE VIB											SG	SE	CM			
VIB(CI)	Rs.12000 and above			-			-									
Type of House	Eligible Basic Pay	Date from which continuously drawing eligible Basic Pay as indicated							Please ✓ for Type	Pool(s) under which applied						
TYPES VII and VIII		D	D	-	M	M	-	Y	Y	Y	Y	SG	SE	CM		
VII	Rs.75000 and above			-			-									
VIII	Rs.80000 Fixed and above			-			-									
Type of House	Eligible Grade Pay	Date from which continuously drawing eligible Grade Pay as indicated							Please ✓ for Type	Pool(s) under which applied						
HOSTEL (Transit Accommodation)		D	D	-	M	M	-	Y	Y	Y	Y	GP	TP	LS	LM	
SS	Rs.4200 and above			-			-									
SK	Rs.4200 and above			-			-									
DS	Rs.5400 and above			-			-									

23. 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 (C)					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 to Govt. of India																			
Joint Secretary to Govt. of India																			
a) Previous Post held prior to re-appointment, if any					c) Date of Demission of the previous Office, if any					e) Date of Joining of Present Office									
24. a) Area Restrictions for Initial Allotment only: Initial Allotment may kindly be restricted to the following choices of localities in the Order of Preference. (Indicate a maximum of five choices of localities for each House Type applied. One Locality in each row only.)																			
House Type	Pref. Order	Locality	Sector	Block	Floor	Room	House Type	Pref. Order	Locality	Sector	Block	Floor	Room						
b) If you do not get allotment in the localities restricted by you under para 24a), would you like to be considered for allotment in any other locality for the Type of Houses applied by you.							If Yes, please mention the Type(s) of House.												
Yes			No																
c) Specific Request, if any																			
25. Address of Place of Duty of the Applicant							26. Permanent / Home Town address (if any)												
Phone			Fax				Phone												
Mobile							E-mail												

Declaration by the Applicant:

- A. I agree to abide by the Allotment of Government Residences (General Pool in Delhi) Rules, 1963 as amended from time to time or relevant allotment rules as applicable.
- B. I am working in an eligible office located in an eligible zone.
- C. I am aware of the penalties, which can be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type under SR-317-B-10 or furnishing of false information, subletting / misuse of the premises under SR-317-B-21.

Date: _____

Signature of the Applicant : _____

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	
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. Certified that the applicant is employed in an eligible office and has not been **debarred** from allotment of General Pool accommodation.
2. Certified that the applicant is entitled / not entitled to rent free accommodation.
3. Certified that all the information mentioned by the applicant in his application and mentioned above by the undersigned are verified from the records and found to be correct.

Note: Forwarding Officer should also sign at the bottom of each page of the Application filled up by the Applicant.

Signature with Date : _____

Name _____

Designation _____

Office Seal

Phone _____

E-mail _____

INSTRUCTIONS

1. This form is for **INITIAL ALLOTMENT** only. For Change Allotment, please fill up the Change Allotment Form.
2. Please fill up the form in **BLOCK LETTERS** only.
3. Fill dates as day (01-31), month (01-12) & year (2009) in the format **DD-MM-YYYY**.
4. Please tick (✓) wherever required to do so.
5. Pools have been coded as follows:
GP : General Pool **SG** : Secretary to Govt. of India **CM** : Chairman / Member **SC** : SC Pool **LS** : Ladies Single Pool
TP : Tenure Pool **SE** : Secretary equivalent **TN** : Tenure Pool (Non-AIS) **ST** : ST Pool **LM** : Ladies Married Pool
6. All SC / ST and LS / LM applicant will be registered for GP also.
7. Hostel (Transit accommodation) has been coded as follows:
SS : Single Suite without kitchen **SK** : Single Suite with kitchen **DS** : Double Suite
8. Locality choices for a House Type can be obtained from the website <http://estates.nic.in> of the Directorate of Estates at the link **House Allotments ->Housing Stock->Type-wise Localities**.
9. Please ensure that the application is complete in all respect, signed by the applicant, and forwarded and stamped by the Forwarding Officer of your Office.
10. Forwarding Officer should mention the newly allotted 10-digit Office ID only, and not the old Department Code given earlier by this Directorate. 10-digit Office ID can be obtained from the website <http://estates.nic.in> of the Directorate of Estates at the link **House Allotments ->Help->Offices**.
11. The completed application must be submitted by the applicant in person or through his / her representative at the Information Facilitation Centre of the Directorate of Estates located at Ground Floor (Near Gate No.2), C-Wing, Nirman Bhawan, New Delhi – 110108.
12. You are not eligible to apply if you are employed in Delhi Administration / CBI / Hospitals etc. and any person(s) junior to you has been offered a regular allotment from the Departmental Pool.
13. Registration number and Allottee Account Number (AAN) must be filled up if already allotted by this Directorate.
14. If you wish to restrict your allotment in specific localities only, you must fill up the details at para 24.
15. All India Service Officers on Central Deputation must fill up the details at para 17.
16. Chairman and Members of various Commissions must provide information desired at para 23.
17. The date of Priority for drawing Waiting List in respect of Types 1 to 4 accommodations shall be the Date of Joining the Government Service and for Types 4S to 8, the date on which an officer starts drawing the relevant Grade Pay in the Central Government..
18. If an applicant of Type 1 to Type 4 gives locality choices under para 24, the date on which his / her DOP is covered and if he / she does not get allotment in the locality mentioned by him / her, he / she will automatically be registered for Change Allotment in the localities given by him / her.
19. Hostel is a transit accommodation and if you are applying for Hostel accommodation, you must also apply for regular accommodation as per your entitlement, otherwise your application for hostel accommodation will not be considered. If you also specify locality choices, a minimum of four locality choices must be specified for each type at para 24.
20. If you wish to get intimation through E-mail and SMS, you must provide your E-mail address and Mobile Number.