

LIEN HOLDER FORM (March 2009)

Government of India
Directorate of Estates

LIEN HOLDER FORM FOR GENERAL POOL RESIDENTIAL ACCOMMODATION

Date of Receipt (To be filled by Directorate of Estates) _____

Photo
(Passport Size)

TO BE FILLED UP BY THE APPLICANT

Please follow the instructions given at the end of this Form before filling this form.

Registration Number (To be filled up by the Applicant if already registered)	Allottee Account Number (AAN) (To be filled up by the Applicant if allotted)	Group of Service												
		A	B	C	D									
1.	a) Service to which the Officer / Official belongs. Please tick (✓)													
	Tenure Pool (only for Central Deputation)	TN Pool	General Pool	Please indicate Service for TN/ General Pool applicants										
	IAS IPS Indian Forest Service (IFS)	Non-AIS	Other Services											
	b) Service Batch Year		c) Service Cadre											
2.	Full Name of Allottee	Justice / Shri / Smt. / Dr. / Er. / Km / Ms.												
3.	Name of Father / Spouse													
4.	Designation													
5.	Department / Organization													
6.	Ministry / State Government													
7.	Are you working in an eligible office of Central / State Government?			8. Service Status										
	Central Government		State Government		Temporary Permanent									
9.	a) Pay Band (Rs.)		b) Present Basic Pay (Rs.) (Band Pay + Grade Pay)		c) Present Grade Pay (Rs.)									
10.	a) Date of Birth				b) Date of Retirement on Superannuation									
			-				-							
11.	a) Date from which continuously employed in Govt. Service						b) Date from which continuously posted at Delhi							
			-						-					
12.	Marital Status, in case of female				13. Category									
	Single		Married		General		SC		ST					
	Unmarried	Widow	Divorcee											
14.	a) Are you on deputation to Central Govt. ?		b) If yes, since the date						c) Duration of Deputation (in Year)					
	Yes	No			-			-						
15.	Particulars of the Government accommodation allotted to me by Directorate of Estates (DoE).													
	House Type		Locality				Sector		Block		House No.			
	Allotment Type						Date of Occupation							
	Initial		Change		Ad-hoc				-				-	

16.	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			

17. Address of Place of Duty of the Applicant				18. Permanent / Home Town address (if any)	
Phone		Fax		Phone	
Mobile				E-mail	

Declaration by the Applicant:

It is certified that the above particulars furnished by me are correct.

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	Other	
Name of Applicant								
Designation								

1. Certified that the date of continuous employment under Government Service of the applicant is _____.
2. Certified that the present Basic Pay and Grade Pay of the applicant are _____ and _____ respectively as per service records.
3. Certified that the marital status of the applicant is _____ (single / widow / divorcee / married).
4. Certified that the applicant is employed in an eligible office and has not been **debarred** from allotment of General Pool accommodation.
5. Certified that the applicant is entitled / not entitled to rent free accommodation.
6. Certified that all the information mentioned in the application are verified from the records and found to be correct.

Signature with Date : _____

Name _____

Office Seal

Designation _____

Phone _____

E-mail _____

INSTRUCTIONS

1. Please fill up the form in **BLOCK LETTERS** only.
2. Fill dates as day (01-31), month (01-12) & year (2009) in the format **DD-MM-YYYY**.
3. Please tick (✓) wherever required to do so.
4. 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
5. Hostel (Transit accommodation) has been coded as follows:
SS : Single Suite without kitchen **SK** : Single Suite with kitchen **DS** : Double Suite
6. 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.
7. Forwarding Officer should mention the newly allotted 10-digit Office ID only, and not the old Department Code given earlier by this Directorate.
8. 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.
9. Registration number and Allottee Account Number (AAN) must be filled up if already allotted by this Directorate.
10. All India Service Officers on Central Deputation must fill up the details at para 14.
11. Hostel is a transit accommodation and if you are allotted Hostel accommodation, you must also apply for regular accommodation as per your entitlement.