



**DECLARATION BY THE APPLICANT**

1. I declare that no other family member of the deceased / retired officer, who is allottee of the present Government accommodation, has applied or will apply for out-of-turn allotment of accommodation on this ground.
2. I also declare that I, my wife, children or any other person dependent on me, do not own house or a plot of land / member of housing society in Delhi or within the limits of any local or adjoining municipality.
3. A declaration bond in prescribed form duly filled-in, is enclosed in Appendix-I.
4. An affidavit on non-judicial stamp paper of Rs.2/- made by me before a Magistrate / Oath Commissioner / Notary Public in the prescribed proforma is enclosed in Appendix-III.
5. I shall keep the family of deceased / retired officer in the quarter to be allotted to me on adhoc basis.
6. I undertake to clear all the rental arrears due from the deceased / retired officer, in respect of the accommodation allotted to him / her, till complete vacant possession of the said house is handed over to the CPWD.
7. No Objection Certificate for adhoc allotment of General Pool accommodation to me from my father / mother / wife or husband as the case may be is enclosed.
8. I hereby declare that my appointment in the Ministry / Office of the \_\_\_\_\_  
\_\_\_\_\_ w.e.f. \_\_\_\_\_ is the first appointment in Government of India in Delhi.

**Date:** \_\_\_\_\_

**Signature of the Applicant:** \_\_\_\_\_

**TO BE FILLED IN BY THE FORWARDING OFFICE**

Department Code		Endorsement No.		Date	
Office Name					

Forwarded to the Directorate of Estates, New Delhi. The facts stated by the applicant are correct. This is also certified as shown in the office record that :

1. Shri / Smt. / Km. \_\_\_\_\_  
has neither been drawing House Rent Allowance not having drawn it / has refunded it, during the last three years preceding his / her father / mother / husband / wife's death and he has been living with him / her since \_\_\_\_\_.
2. In the case of an officer appointed within a period of three years preceding the date of Death / Retirement or transferred to the place of posting of the deceased / retired Government servant within the preceding three years, the date of appointment or the date of transfer will be applicable for the purpose. It may, therefore, be certified that he / she has been residing with deceased / retired Government servant prior to his / her transfer to the place of posting of deceased / retired Government servant and that he / she has not been drawing House Rent Allowance since the date of transfer.
3. In all such cases, if any refund of House Rent Allowance has been allowed, the same may be specifically mentioned, as those who having drawn House Rent Allowance, have refunded it subsequently, are not entitled to this concession.
4. All items of the application form have been verified.

**Signature with Date :** \_\_\_\_\_

Name \_\_\_\_\_

Office Seal

Designation \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**TO BE FILLED IN BY THE OFFICE OF THE DECEASED / RETIRED OFFICER**

Department Code		Endorsement No.		Date	
Office Name					
14. Name of the deceased / retired Government Officer	Shri / Smt. / Km / Ms. / Dr.				
15. Designation					
16. Date of Death / Retirement					
17. Details of the Family as per Service Records					
Sl.No.	Name	Relation	Whether Entirely Dependent		
18.	Whether the deceased / retired Officer was sanctioned House Building Advance			YES	NO
	If Yes, particulars of the house / flat etc. constructed or purchased				
19.	Was the deceased / retired Officer otherwise owning a house in his name or in the name of any member of his family as per Service Records			YES	NO

**Signature with Date :** \_\_\_\_\_

Name \_\_\_\_\_

Office Seal

Designation \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_