

Government of India
Directorate of Estates

Application for Retention of General Pool Residential Accommodation
(Other than Transfer to NER / J&K)

INSTRUCTIONS: > Please fill up the form in BLOCK LETTERS only. > Fill dates as day (01-31), month (01-12) & year (2002) in the format DD-MM-YYYY . > Please tick (✓) wherever required to do so.						To: Directorate of Estates Nirman Bhawan New Delhi - 110011					
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)					
Allottee Details											
1.	Allottee	Shri / Smt. / Km / Ms. / Dr.									
2.	Designation										
3.	Department / Organisation										
4.	Ministry										
5. Quarter allotted by Directorate of Estates presently occupied											
	Type	Locality	Sector	Block	Quarter No	House ID					
6. Do you / your spouse / your dependent children own a house within the jurisdiction of Local Municipality or any adjoining municipality? If yes, please indicate											
	a) Owner's Name			b) House Address							
	c) Relationship with Applicant										
	d) Rental Income										
Note : Assessment of House Tax by the Municipal Authority to be furnished.											
Reason for Retention Please tick (✓)											
7.	A	B	C	D	E						
	Medical	Educational	Death	Training	Study Leave						
8. Documentary Proof attached											
Yes			No								
9. Retention desired up-to the Date											
-											
10. Details of Draft submitted											
	Bank	Date of Draft issued		Amount		Draft Number					
11. Details of earlier retention / extension given for the current accommodation, if any											
	From			To			Reason on which Retention was given (Refer Para 7 above)				
							A	B	C	D	E
a)		-			-						
b)		-			-						
c)		-			-						
d)		-			-						

12. Address of Place of Duty of the Applicant		13. Permanent address (if any)	
Phone		Fax	
E-mail			

Declaration by the Applicant:

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 applicable.

Date: _____

Signature of the Applicant: _____

TO BE FILLED IN BY THE FORWARDING OFFICE

Department Code		Endorsement No.		Date	
Office Name					

1. Certified that particulars furnished by the applicant have been verified from records and found correct.
2. It is also certified that the applicant is employed in an eligible office.

Signature with Date : _____

Name _____

Office Seal

Designation _____

Phone _____

E-mail _____