

APPLICATION FOR ALLOTMENT OF DEPARTMENTAL QUARTERS

SCHEDULE 'A'
(RULE SR 317-P-4)
GOVERNMENT OF INDIA

Contact Mob. No.

Order of Preference
(Mark the nos. in box)

Commissionerate:-
Division:-
Range:-
Section:-

Ganganagar	
Yamunanagar	
New MIDC Sambhajinagar	
GST Bhavan, Pune	

MARK APROPRIATE BOX	
Change of quarter	
Fresh Allotment	

Office of the _____

Form of application for Officers of Goods & Service Tax/Customs for allotment of residence for the year
20__ - 20__

- (a) Name Shri/Smt/Kum : _____
(IN BLOCK LETTERS)
(b) Present Designation : _____
(c) Particular of permanent : _____
/quasi-permanent post held
- (a) Emoluments as on the ____ of ____ (Basic pay to be mentioned)
(ENCLOSE LATEST PAY SLIP OR ATTEST PAY DETAILS BY THE CONCERNED DDO)

BASIC PAY (indicate Level in Pay Matrix)	SPECIAL PAY	DEARNESS PAY	DEPUTATION ALLOWANCE	PENSION IN ADDITION TO PAY, IF ANY	TOTAL
---	----------------	-----------------	-------------------------	--	-------

- (b) Date since when the emoluments
In (a) above are being drawn : _____
(c) Indicate the source from which
Emoluments are drawn if not from
The consolidated funds of the
Govt. Of India : _____
(d) I) Date of birth : _____
II) Date of joining the Govt. Service : _____
III) Date of Superannuation : _____

- Class to which entitled with seniority dates: Vide S.R. 317 P-8

Present Classification

Class of accommodation
Seniority Date
Appropriate Class _____
Next below Class _____

**(Particulars against next below to be
mentioned only when the officer is
willing for next below class or when
Appropriate class is not available)**

- Particulars of the Government Residence, if any.
(i) by the Head of the Dept. Qtr. No. Bldg. No. Type- Tel No. (if any)
(ii) by other Govt. Dept. (Give the name of Department)

Qtr. No. Bldg. No. Type- Tel No. (if any)

5 (a) Does the applicant stand debarred

Or Govt . Residence -----

(b) If the reply to (a) above is in the affirmative, indicate

(i) Period	(ii) Letter No. Dated	From	To
		i) -----	
		ii) -----	

6. Is the officer entitled to rent free accommodation YES No.

7 (a) Whether the applicant, his wife/her husband or dependent children own a house in Pune or Pimpri Chinchwad Municipal Corporation limit if so give particulars

House No. And Street

Relation with the owner
and extent of ownership

(b) If already declared eligible
Give No. & date of the letter

Letter No.

Date

(c) Whether spouse of the applicant is employed in any of the departments of Central Govt./State Government or Govt. Undertaking. If so

Name of the Office:- _____

8. Particulars of surety in case of officers not holding a permanent post under Central Government.

1. Name :-

2. Permanent post held :-

3. Office to which attached :-

4. Does the surety subsist :-

Signature of Surety

Certified that I have read all the rules governing the allotment of resident and declare that the particulars given by me above are correct and that the allotment to be made to me or already made shall be subject to these rules and subsequent if any, thereto

Date

Signature of Applicant

FOR USE IN HEADQUARTERS OFFICE

Particulars of residence allotted :- _____

Dated Initials of the Clerk :- _____

Dated Initials of the Office Supdt.:- _____

Dated Initials of the Head of the Deptt.:- _____

Note :- @ Pension should include the portion of the pension equivalent to death-cum retirement and he portion of pension committed, if any

Note: Every Officer/applicant should submit an updated application every year before 1st March for continuing for allotment

- Fill next below particulars only in accommodation in 'next below' class is desired
- Strike out whichever is not applicable

ACCEPTANCE OF ALLOTMENT

(To be submitted in duplicate)

I, Shri/Smt _____
(Name, Designation & Commissionerate) hereby accept the Residential Quarters at _____ Type- _____ Quarters No. _____ allotted to me vide Superintendent(L&B) GST Pune-I Commissionerate's Allotment Letter
F. No. _____ Dated _____

I also agree to pay the Water Charges and Electricity Charges by deducting them from my salary as per office Order No. 01/1999 dated 28.05.1999. At the time of allotment the Electricity Meter reading of the Type- _____ Quarters No. _____

DECLARATION

I, Shri/Smt _____
(Name, Designation & Commissionerate) hereby declare that I or my family do not own a House /Flat within the limits of Pune Municipal Corporation and / or Pimpri- Chinchwad Municipal Corporation.

UNDERTAKING

I have acquainted myself with the Department of Revenue and Company Law Allotment Rules, 1964 and I hereby undertake to abide by the same.

Signature :
Name :
Designation :