

Government of India
Directorate of Estates

Application for Regularization of General Pool Residential Accommodation for Dependent
(Death / Retirement of Allottee)

INSTRUCTIONS: ➤ Please fill up the form in BLOCK LETTERS only. ➤ Please fill up DE-2 Form also, if not already submitted. ➤ 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			
Reason for Regularization				Date of Receipt (To be filled by Directorate of Estates)					
Death of Allottee	Retirement of Allottee	Date of Death / Retirement of Allottee							
Applicant's Details									
Registration Number of Applicant (To be filled up if allotted)				Allottee Account Number (AAN) (To be filled up if allotted)					
1. Name									
Shri / Smt. / Km / Ms. / Dr.									
2. Designation									
3. Department / Organisation									
4. Ministry									
5. Address of Place of Duty of the Applicant				6. Relationship with the Allottee (Enclose Documentary Proof)					
				7. Date since the applicant has been residing with deceased / retired officer in the Government quarter allotted to him / her					
				-	-				
Phone		Fax		8. House Rent Allowance not drawn since					
E-mail				-	-				
Allottee Details									
Registration Number of Allottee (Printed in Allotment Letter)			Allottee Account Number (AAN) (To be filled up if allotted)		Date of Cancellation				
9. Allottee		Shri / Smt. / Km / Ms. / Dr.							
10. Designation									
11. Department / Organisation									
12. Ministry									
13. Quarter Allotted by Directorate of Estates									
Type	Locality	Sector	Block	Quarter No	House ID				

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 _____