

Government of India
Directorate of Estates

Application for Allotment of General Pool Residential Accommodation
(for Updating Data based on Pay Revision as per Sixth Pay Commission)

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.
Incomplete application will not be accepted / processed.

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) Batch Year				c) Service Cadre						
2.	Full Name of Applicant	Justice / Shri / Smt. / Dr. / Er. / Km / Ms.									
3.	Designation										
4.	Department / Organization										
5.	Ministry / State Government										
6.	a) Pay Band (Rs.)			b) Present Basic Pay (Rs.) (Band Pay + Grade Pay)			c) Present Grade Pay (Rs.)				
7.	a) Date of Birth				b) Date of Retirement on Superannuation						
			-				-				
8.	a) Date from which continuously employed in Govt. Service				b) Date from which continuously posted at Delhi						
			-				-				
9.	Are you on deputation to Central Govt. ?	If yes, since the date				Duration of Deputation (in Year)	Pay fixed on joining Central Deputation (in Rs.)				
	Yes	No					Grade Pay	Basic Pay			
10.	Are you / your spouse occupying accommodation allotted by / from Directorate of Estates (DoE). If yes, please give details :							Yes	No		
	Allottee's Name →										
	House Type	Locality			Sector	Block	House No.				
11.	Indicate below the details for the Type(s) of House for which you have applied earlier and already waitlisted:										
Type of House	Eligible Grade Pay		Please tick (✓) for the Type			Pool(s) under which applied					
TYPES (I TO III)						GP	SC	ST	LS	LM	
I	Rs.1300 to Rs.1800										
II	Rs.1900 to Rs.2800										
III	Rs.4200 to Rs.4800										
TYPE IV						GP	TP	SC	ST	LS	LM
IV	Rs.5400 to Rs.6600										

Type of House	Eligible Grade Pay	Date from which continuously drawing Grade Pay as indicated (Date of Eligibility)										Please ✓ for Type	Pool(s) under which applied				
TYPES (IV SPECIAL TO VIA)		D	D	-	M	M	-	Y	Y	Y	Y		GP	TP	TN	LS	LM
IV(Spl.)	Rs.6600 and above			-			-										
VA(DII)	Rs.7600 and above			-			-										
VB(DI)	Rs.8700 and above			-			-										
VIA(CII)	Rs.10000 and above			-			-										
TYPE VIB													SG	SE	CM		
VIB(CI)	Rs.12000 and above			-			-										

Type of House	Eligible Basic Pay	Date from which continuously drawing Basic Pay as indicated (Date of Eligibility)										Please ✓ for Type	Pool(s) under which applied		
TYPES VII and VIII		D	D	-	M	M	-	Y	Y	Y	Y		SG	SE	CM
VII	Rs.75000 and above			-			-								
VIII	Rs.80000 Fixed and above			-			-								

Type of House	Eligible Grade Pay	Date from which continuously drawing Grade Pay as indicated (Date of Eligibility)										Please ✓ for Type	Pool(s) under which applied			
HOSTEL (Transit Accommodation)		D	D	-	M	M	-	Y	Y	Y	Y		GP	TP	LS	LM
SS	Rs.4200 and above			-			-									
SK	Rs.4200 and above			-			-									
DS	Rs.5400 and above			-			-									

12. a) Area Restrictions: If you wish to add or modify the choices of localities for allotment, kindly list them in Order of Preference.
(Indicate a maximum of five choices of localities for each House Type applied. One Locality in each row only.)

House Type	Order	Locality	Sector	Block	Floor	Room	House Type	Order	Locality	Sector	Block	Floor	Room

b) If you do not get allotment in the localities restricted by you under para 12a), would you like to be considered for allotment in any other locality for the type of houses applied by you.

If yes, please mention the type(s) of house.

Yes	No		
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13. Address of Place of Duty of the Applicant				14. Permanent / Home Town address (if any)			
Phone		Fax		Phone			
Mobile				E-mail			

Declaration by the Applicant:

- A. 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.
- B. I am working in an eligible office located in eligible zone.
- C. I am aware of the penalties, which can be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type under SR-317-B-10 or furnishing of false information, subletting/misuse of the premises under SR-317-B-21.

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 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. All SC / ST and LS / LM applicant will be registered for GP also.
6. Hostel (Transit accommodation) has been coded as follows:
SS : Single Suite without kitchen **SK** : Single Suite with kitchen **DS** : Double Suite
7. Locality choices for a House Type can be obtained from the website <http://estates.nic.in> of the Directorate of Estates at the link **House Allotments ->Housing Stock->Type-wise Localities**.
8. 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.
9. Forwarding Officer should mention the newly allotted 10-digit Office ID only, and not the old Department Code given earlier by this Directorate. 10-digit Office ID can be obtained from the website <http://estates.nic.in> of the Directorate of Estates at the link **House Allotments ->Help->Offices**.
10. 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.
11. You are not eligible to apply if you are employed in Delhi Administration / CBI / Hospitals etc. and any person(s) junior to you has been offered a regular allotment from the Departmental Pool.
12. Registration number and Allottee Account Number (AAN) must be filled up if already allotted by this Directorate.
13. All India Service Officers on Central Deputation must fill up the details at para 9.
14. The date of Priority for drawing Waiting List in respect of Types 1 to 4 accommodations shall be the Date of Joining the Government Service and for Types 4S to 8, the date on which an officer starts drawing the relevant Grade Pay in the Central Government.