

Govt. of NCT of Delhi
PWD & Housing
Delhi Secretariat, New Delhi
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 DF-2 Form also, if not already submitted
 - > Fill dates as day (01-03), month (01-12) & year (2002) in the format DD-MM-YYYY
 - > Please tick (✓) wherever to do so.
- Incomplete application will not be accepted /processed.**

To:

The Secretary,
PWD & Housing
Delhi Secretariat, New Delhi

Reason for Regularization															
Death of Allottee	Retirement of Allottee	Date of Death / Retirement of Allottee	Date of Receipt (To be filled up by PWD, Delhi Sectt.)												
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. Date of appointment (Enclose documentary proof)											
4. Department / Organisation		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 (Enclose documentary proof)													
8. House Rent Allowance not drawn since (Enclose documentary proof)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>													
Phone		Fax													
E-mail															
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. Quarter Allotted by PWD & Housing															
Type		Locality	Sector	Block	Quarter No										
					House ID										
13. Provisional Clearance from RRC (PWD) upto															

DECLARATION BY THE APPLICANT FOR REGULARISATION OF GOVT. ACCOMMODATION

1. I S/o, D/o, W/o, H/o Sh./Smt. _____ and presently sharing Govt. Quarter No. _____ (Locality) and having permanent R/o _____ correspondence R/o _____ do hereby declare that no other family member of the deceased/retired officer, who is allottee of the present Govt. accommodation, has applied or will apply for out-of-turn allotment of accommodation on this ground.
2. A declaration bond in prescribed form duly filled in is enclosed in Appendix-I.
3. I shall keep the family of deceased/retired officer in the quarter to be allotted to me on adhoc basis and in the even of my failure to do so allotment may be cancelled.
4. 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 PWD.
5. I hereby declare that my appointment in the Ministry/Office of the _____ w.e.f. _____ is the first appointment in Govt. of NCT of Delhi/Govt. of India.

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 _____ S/o, D/o, W/o _____ designation _____ employees code no. _____ is residing in Qtr. No. _____ and his/her Grade Pay is _____ has neither been drawing HRA not having drawn it has refunded it, during the last six months/ three years preceding his/her father/mother/ husband/wife's death/retirement, as applicable, and he has been living with him/her since _____. His/her signature and family photograph are attested as below.
2. In the case of an officer appointed within a period of six months/three years preceding the date of death/retirement or transferred to the place of posting of the deceased/retired Govt. servant within the preceding six months/three years, the date of appointment or the date of transfer will be applicable for the purpose. It is certified that he/she has been residing with deceased/retired Govt. Servant prior to his/her transfer to the place of posting of deceased/retired Govt. Servant and that he/she has not been drawing HRA since the date of transfer.
3. In all such cases, if any refund of HRA has been allowed, the same may be specifically mentioned, as those who having drawn HRA, have refunded it subsequently, are not entitled to this concession.
4. All items of the application form have been verified.

Signature of Govt. Official



Attested Family Photograph

Signature with Date _____
 Name _____
 Designation _____
 Phone _____
 e-mail _____

7

Govt. of NCT of Delhi
Public Works Department
5th Level, "B" Wing, Delhi Sachivalaya,
New Delhi-110002, Tele: 23392292

F.10 (108)/DSPWD3/2014/ 10281-10284

Dated: 4/9/14

All Principal Secretaries/Secretaries/HODs
Govt. of NCT of Delhi.
Delhi-

Sub: Amendment in application for Regularization of General Pool Residential for Dependent of Allottee on account of (Death/Retirement of Allottee).

Sir,

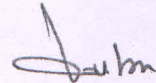
Please find enclosed an amended application for Regularization of General Pool Residential for Dependent (Death/Retirement of Allottee)

It is requested that same may be circulated for information of all concerned, so that, henceforth all applications for regularization are received in the amended performa.

It is further informed that this amended performa, has also been uploaded on the PWD, Department web-site i.e. www.pwddelhi.com

ENCL: As above

Yours faithfully



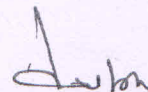
(KAMAL DEEP GUPTA)
DEPUTY SECRETARY (PWD/ALLOT.)

F.10 (108)/DSPWD3/2014/ 10281-10284

Dated: 4/9/14

Copy to:

1. PPS to Secretary (PWD)
2. Spl, Secretary (PWD)
3. Computer Cell



(KAMAL DEEP GUPTA)
DEPUTY SECRETARY (PWD/ALLOT.)
Ph. No. 23392292