

Sub: - Regularization of Govt. Accommodation No _____ Type _____, Delhi Admn. Flats,
_____, Delhi.

Sir / Madam,

With reference to your application dated _____ on the subject cited above, you are directed to furnish the following documents / information for further considering the case:-

1. An affidavit in original duly attested and stamped by Magistrate as per proforma enclosed.
2. Fill the enclosed performa and this should be forwarded by your office.
3. Copy of appointment letter and order regarding taken on the strength of the department in which you were initially appointed & a copy of joining report.
4. Certificate in original issued by DDO to the effect that you are not drawing HRA since the date of your appointment & salary certificate showing Grade Pay.
5. Copy of order of superannuation. 6. Death certificate / death notification.
1. Copy of Ration Card. 8. Election Identity Card. 9. Office Identity Card.
10. No dues certificate issued by AAO (RRC) in respect of Qtr No. _____ as on the date of retirement / death.
11. No Dues Certificate issued by AAO (RRC) in respect of Qtr. No _____.
12. Proof of Sharing Govt. Accommodation with the retiring / deceased person for the last 6 months / 3 years.
13. Photocopy of Pass-book of licence fee in respect of Sh. _____.
14. Copies of Allotment letter & occupation report in respect of Qtr No. _____.
15. Copy of vacation report in respect of Qtr. No. _____.
16. Pay the outstanding dues of Rs. _____ as on _____.

Please note that all the photocopies should be attested by a Gazetted Officer. The above said documents / information should reach to the undersigned within 15 days from the date of issue of the letter failing which market rent shall be imposed on you and eviction proceedings will be initiated to vacate the Govt. Accommodation.

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 DE-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			Date of Receipt (To be filled up by PWD, Delhi Sectt.)
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			
4. Department / Organisation	3. Date of appointment (Enclose documentary proof)		
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)	
Phone	Fax	8. House Rent Allowance not drawn since ((Enclose documentary proof)	
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. Quarter Allotted by PWD & Housing					
Type	Locality	Sector	Block	Quarter No.	House ID
13. Provisional Clearance from RRC (PWD) upto					

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. 10/- 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 PWD.
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 Application: _____

TO BE FILLED IN BY THE FORWARDING OFFICE

Department Code		Endorsement No.		Date	
Office Name					

Forwarded to the PWD & Housing, Delhi Secretariat, 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 of transferred to the place of posting of the deceased / retired Government servant within the preceding three years, the date of appointed 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 _____

Designation _____

Phone _____

E-mail _____

Office Seal

Documents to be enclosed :

1. Copy of retirement order/death certificate/death notification.
2. Copy of appointment letter/order.

TO BE FILLED IN BY THE OFFICE OF THE DECEASED/RETIRED OFFICER

Department Code		Endorsement No.		Date	
Office Name					
12. Name of the deceased / retired Government Officer	Shri/Smt./Km/Ms./Dr.				
13. Designation					
14. Date of Death / Retirement					
15. Details of the Family as per Service Records					
Sl.No.	Name	Relation	Whether Entirely Dependent		
16.	Whether the deceased/retired Officer was sanctioned House Building Advance		YES	NO	
	If yes, particulars of the house/flat etc. constructed or purchased				
17.	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	

Office Seal

Signature with Date: _____

Name _____

Designation _____

Phone _____

E-mail _____