

**Only one application to be submitted for all eligible House Types**

**GOVT OF NCT OF DELHI  
PWD & HOUSING  
DELHI SECRETARIAT: NEW DELHI  
Application for Allotment of General Pool Residential Accommodation**

Photo  
(passport size)

To be filled up by Allotment Branch.	<b>Application Number</b>	<b>Date of Receipt</b>

**TO BE FILLED UP BY THE APPLICANT**

Please follow the instructions given at the end of this Form before filling up 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 ( ✓ )											
		I A S / DANICS		Other Services									
		b) Date of eligibility for allotment of Type-V and above accommodation.		Date of Entry in Group A Service		c) Service Batch Year		d) Service Cadre					
2. Full Name of Applicant (In Block Letters )		Shri / Smt. / Dr. / Er. / Km / Ms.											
3. Name of Father /Spouse													
4. Designation													
5. Department/ Organization													
6. Ministry /State Government													
7. Are you entitled for House Rent Allowance (HRA)		Yes		No		8. Service Status		Temporary		Permanent			
9.		a) Pay Band /Pay Scale (Rs)		b) Present Grade Pay (Rs)		c) Present band Pay (Rs)							
		d) Present Basic Pay (Rs ) Band Pay +Grade Pay )		e) Present Grade Pay Continuously drawing from									
10		a) Date of Birth				b) Date of retirement on Superannuation							
11		a) Date from which continuously employed in Govt. Service				b) Date from which continuously posted in the present City							
12. Sex		13. Marital Status				14. Category							
Male		Female		Single		M.P		General		S.C		S.T	
				Married		Widow		Widower		Divorcee			
15.		a) Are you on deputation to GNCTD		b) if yes since the date				16. Are you debarred form allotment of Govt. residence?					
		Yes		No				Yes		No			
17. Are you /Your spouse occupying accommodation allotted by this Govt. /from any Departmental Pool/Directorate of Estates		Yes		No									
If yes Please give details		Department/ State Government with office address.											
		Name of allottee											
		Address of House											
		Date of Allotment											
18.		Do you /your spouse /your dependent children own a house within the jurisdiction of Local Municipality or any adjoining municipality?				Yes		No					
If Yes Please give details		Owner's Name		Relationship with Applicant		Address of House							
		Ratable value of house per annum, if any				Monthly Rental Income, if any							
19.		Indicate below the Type (s) of House for which you are applying											
Type of		Eligible Grade pay/Pre-revised pay		Please tick ( ) for the House Type				Pool (s) under which applied					

House					
<b>(a) TYPES ( I TO IV )</b>			<b>M.P</b>	<b>General</b>	<b>S.C</b>
	Basic Pay (Pre revised )	Grade Pay (revised )			
I	2550-3049	Rs.1300 to Rs.1800			
II	3050-5499	Rs.1900 to Rs.2800			
III	5500-8499	Rs.4200 to Rs.4800			
IV	8500-11999	Rs.5400 to Rs.6600			
<b>(b) Type-V and above</b>			<b>c) Date on which Basic salary reached at Rs 12000/- (Pre revised) or Grade Pay 7600/- and above.</b>		
V	Grade pay	Rs. 7600 to Rs. 8700 (old basic Rs. 12000 to )			
VI	Grade Pay	Rs. 10000 to Rs. 18400 and above (old Basic Rs 16000.and above.			
<b>20. a) Area Restriction for Initial Allotment only: Initial Allotment may Kindly be restricted to the following choices of localities in the Order of preference. (Indicate a maximum of Five choices for each House Type applied one Locality in each row only.)</b>					
House Type	Pref Order	Locality			
Any/Other					
<b>NOTE: - In case non availability of accommodation as per above choice, allotment shall be made from other vacant accommodation available.</b>					
21. Are you applying on Medical Grounds? T.B, Cancer, Heart Ailments, Blind, Deaf, Orthopedically Handicapped). If Yes enclose the Photocopies of ration Card/Latest Medical Papers from Government Hospital.			Yes	No	
22. Address of Place of Duty of the Applicant			23. Permanent / Home Town address as per service record		
Phone No.		Phone No.			
Mobile No.		Mobile No.			
E-Mail		Fax No.			

**Declaration by the Applicant**

- A. I agree to abide by the Allotment of Government Residences (General Pool in Delhi) Rules, 1977 amended from time to time or relevant allotment rules as applicable.
- B. I am working in an eligible office located in GNCTD.
- 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.

Signature of applicant \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

**TO BE FILLED IN BY THE FORWARDING OFFICE**

Office ID (10- digit ID)		Endorsement No.		Date	
Office					
Name of Applicant					
Designation					
Date of continuous employment of the applicant under Govt. Service	Present Grade Pay		Present Band Pay		Present Basic Pay
Marital Status of the Applicant					
Unmarried	Married	Widow	Widower	Divorcee	

- a) Certified that the applicant is employed in an eligible office and has not been debarred from allotment of General Pool accommodation.
- b) Certified that the applicant is entitled / not entitled to rent free accommodation.
- c) Certified that all the information mentioned by the applicant in his application and mentioned above by the undersigned are verified from the records and found to be correct.

Note: - Forwarding Officer should also sign at the bottom of each page of the Application filled up by the Applicant.

Office Seal

Signature with Date: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Phone \_\_\_\_\_

**INSTRUCTIONS**

1. This form is for Initial ALLOTMENT only for change Allotment, Please fill up the change Allotment Form.
2. Please fill up the form in BLOCK LETTERS only.
3. Fill dates as day (01-31) month (01-12) & year (2009) in the format –DD-MM-YYYY.
4. Please tick ( ) wherever required to do so.
5. Pools have been coded as follows:  
**G P:** General Pool - **M P:** Medical Pool (including physically challenged) – **S C:** SC Pool – **ST:** ST Pool.
6. All SC/ST.
7. 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
8. The completed application must be submitted by the applicant in person or through his/ her representative at the information Centre of the Allotment section of PWD & Housing at 5<sup>th</sup> floor B- Wing Delhi sect New Delhi.
9. Registration number and allottee Account Number (AAN) must be filled up if already allotted by this office.
10. If you wish to restrict your allotment in specific localities only, you must fill up the details at Para 20.
11. All India Service officers on Central Deputation must fill the details at Para 17.
12. The date of priority for drawing waiting List in respect of Type 1 to 4 accommodation shall be the Date of joining the Government service and for Type IV & above the date on which an officer starts drawing the relevant Grade Pay in the G N C T D.
13. Hostel is a transit accommodation and of you are applying for Hostel accommodation, as per your entitlement other wise your application for hostel accommodation will not be considered. If you also specify locality Choices, a minimum of Three locality choices must be specified for each type at Para 20.
14. Incomplete application will not be accepted /processed.