

**GOVT OF NCT OF DELHI
PWD & HOUSING
DELHI SECRETARIAT: NEW DELHI**

Application for Acceptance of General Pool Residential Accommodation

To

The Secretary PWD,
Delhi Secretariat
New Delhi -110002

INSTRUCTIONS

Please fill up the form in **BLOCK LETTERS** only
Fill dates as day (01-31), month (01-12) & year (2010)
In the format DDMMYYYY.
Please tick (✓) Wherever required to do so.
Please enclose a copy of Allotment Letter
Incomplete application will not be accepted /processed

Photo (Passport
Size)
Attested by the
forwarding
Authority

Registration Number of Allottee (Printed in Allotment Letter)	Allottee Account Number (AAN) (To be filled up if allotted)	Date of Receipt (To be filled by of Allotment Branch)
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Allotment Details

Allotment Offer Accepted	As per Allotment Letter (Enclose copy of the Allotment Letter)			
	Date of Priority/ Date of Eligibility	Pool from which allotted	Date of Allotment	Allotment ID

House Allotted by PWD, Govt. of NCT of Delhi

House Type	Locality	Block	House No.	Floor
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The Allotment is in lieu of the House (if any)

House Type	Locality	Block	House No.	Floor
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Personal & Service Details

1. Full Name of Allottee	Dr./Er./Sh./Smt./Km./Ms./												
2. Name of Father/Spouse													
3. Designation													
4. Department/Organization													
5. Are you working in eligible office of Govt. of NCT of Delhi	6. Group of Service				7. Service Status								
Yes	No	A	B	C	D	Temporary			Permanent				
8. Service to which officer belongs		a) Service Batch Year				b) Service Cadre							
IAS	DANICS	Other Services											
9. In case of other services, please indicate the name of service.		10. Date of granting the Basic Pay of Rs.12000/- (Pre-Revised)/Grade Pay of Rs.7600/- (Revised)											
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11	a) Date of Birth					b) Date of Superannuation/Retirement.							
		-			-			-					
12	a) Date from which continuously employed in Govt. Service					b) Date from which continuously posted in Delhi.							
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13. Sex		14. Marital Status				15. Category							
Male	Female	Single				General							
		Married	Widow/ Widower	Divorcee	Married	General	SC	ST	Medical				

16. Pay Details											
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) Pay fixation order based on 6 th Pay Commission attached. Please tick ()						f) Present Grade Pay continuously drawn from					
YES			NO								

17. Details of Grade Pay/Change in Grade Pay (Basic Pay Pre-revised) w.e.f. 01.01.2006 to present date													
Sl. No.	Date	Grade Pay	Basic Pay	Pay Scale/Pay Band	Name of the Office								
a)													
b)													
c)													
d)													
18. Details of posting of Allottee since 01.01.2001 to present date													
Sl. No.	Place of Posting	Office Posted in					Period of posting						
							From			To			
a)													
b)													
c)													
d)													
e)													
19. Are you debarred from allotment of Govt. residence?													
Yes				No				If yes, up to which date					

20. Are you entitled for House Rent Allowance (HRA)?			21. Are you entitled for free accommodation ?				22. Are you to pay rent as applicable rent Defence officers?					
Yes		No	Yes		No		Yes			No		

23. Are you debarred from allotment of govt residence?												
Yes				No				If yes, up to which date				

24. Deputation to Central Government for AIS and Non- AIS Officers?												
a) Are you on deputation to Central Government.?		b) If yes Deputation to Central Government since					c) Tenure is up-to					
Yes	No		--		--						--	
		d) Pay Fixed on Joining Central Deputation										
e) Duration of Deputation (in Year)		a) Pay Band /Pay Scale (Rs.)		c) Grade Pay (Rs)			e) Band Pay (Rs.)			f) Present Basic Pay (Rs.) (Band)		

25. Surety Details for Temporary Officials												
Name of Surety												
Designation												
Date of Retirement												
Office/ Ministry												
Address of Surety												

26. Particulars of DGEHS Card													
DGEHS Card Number				Date of Issue					No. of members included in the card				

27	Are you/your spouse occupying accommodation allotted by/from Director of Allotment .If yes please give details :									Yes	No
	Allottee's Name										
	House Type			Locality			Block		House No.		

28	Are you/your spouse occupying accommodation allotted by/from any Departmental Pool/ Dte.of Estate Gen. Pool / any other Pool.									Yes	No		
	If yes, please give details	Deptt./ Organization with office address											
		Name of Allottee											
		Address of House											
Date of Allotment													

29	Do you/your spouse/your dependent children own a house within the jurisdiction of NCT of Delhi .			Yes	No
	If yes, please give details	Owner's name	Relationship with Applicant	Address of House	
		Retable value of House per annum, if any		Monthly Rental Income, if any	
30. Particulars of family members					
S. No	Name		Age	Relation with the Allottee	
a)					
b)					
c)					
d)					
e)					
f)					
g)					
h)					
31. Address of place of duty of the Allottee.		32. Local residential address		33. Pmt./home Town Address As per Service Book	
Phone			Phone		
Fax			Mobile	Email	
34	List the documents enclosed				
	(a) Photo ID Card		(b)		
	(c)		(d)		
	(e)		(f)		

DECLARATION BY THE APPLICANT

I declare as under:

- I shall keep Allotment Branch of PWD Secretariat informed whenever I or my Spouse/dependent children acquire a house within jurisdiction of NCT of Delhi or there is a change in the rental income.
 - I do not stand debarred for Government accommodation.
 - No other government accommodation is allotted to me or to my wife/husband on the date either by the Delhi Govt. Director of Allotment or by other Govt. Organization or local body.
- OR
- I undertake to vacate the accommodation allotted to me or my spouse within the stipulated period.
 - That I have been continuously employed in an eligible office since the date of my application for allotment of General Pool Residential Accommodation. I undertake to keep Director of Allotment, PWD Sectt. Informed about my transfer within/outside Delhi or to an office ineligible for General Pool Residential Accommodation.
 - My salary bills are presented to PAO No.
 - Allottee must bring attested copy of Photo ID Card issued from the Department to get the authority Slip.

Date: _____

Signature of the Applicant

Signature of the HOO

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	

1. Forwarded to the Director of Allotment, Govt. of NCT of Delhi, PWD Delhi Sectt. New Delhi.
2. Certified that all the information mentioned by the applicant in this application and mentioned above by the undersigned are verified from the records and found to be correct.
3. It is also confirmed :-
 - a) The applicant/allottee is a permanent employee of this Deptt.
 - b) The date of priority/eligibility of the applicant for type __ accommodation is __
 - c) Certified that the applicant is employed in an eligible office for allotment of General Pool Residential Accommodation and has not been debarred from allotment of General Pool accommodation.
 - d) Certified that the applicant is entitled/not entitled to rent free accommodation.

Office Seal

Signature with Date: _____
 Name _____
 Designation _____
 Phone _____
 E-mail _____