

LIEN HOLDER FORM

**GOVERNMENT OF NCT OF DELHI
PUBLIC WORKS DEPARTMENT (ALLOTMENT BRANCH)
5TH LEVEL "B" WING
DELHI SECRETARIAT: NEW DELHI**

LIEN HOLDER FORM FOR GENERAL POOL RESIDENTIAL ACCOMMODATION

Date of Receipt (To be filled by J.E./A.E., PWD) _____

TO BE FILLED UP BY THE APPLICANT

Please follow the instructions given at the end of this Form before filling this form.

Recent Family
photograph

Registration Number (To be filled up by the Applicant if already registered)		Allottee Account Number (AAN) (To be filled up the applicant if available)		Group of Service (Please Tick ✓)			
				A	B	C	D
1.	Service to which the Officer / Official belongs.						
2.	Full Name of Allottee	Shri / Smt. / Ms. _____					
3.	Name of Father / Spouse _____						
4.	Designation _____						
5.	Details of Department with office Address	(i) At the time of Allotment					
(ii) Present Department							
(iii) Name of Departments where worked after allotment, with period.							
6.	Are you working in an eligible office of Govt. of NCT of Delhi						
	Yes / No _____						
	If No, then the Department/Organization where working _____						
	If Retiree, PPO No. by which pension is being disbursed and last office _____						
	Whether quarter is on Interpool Exchange / Regularized, if yes, then the details _____						
7.	Service Status, whether Permanent or Temporary _____						
8.	a) Pay Band (Rs.)	b) Present Basic Pay (Rs.) (Pay Band+ Grade Pay)		c) Present Grade Pay (Rs.)			
9.	Date of Birth _____						
		-		-			
10.	a) Date from which continuously employed in Govt. Service						
		-		-			
11.	a) Are you on deputation?		b) If yes, the name of the Department and date				c) Duration of Deputation (in Year)
	Yes	No		-		-	
12.	Particulars of the Government accommodations allotted, till now, including the present one						
	House Type	Locality	Block	House No.	Allotment Category (General/SC,ST/Medical etc.)	Date of Occupation	Date of Vacation

13.	Whether the allottee/ spouse/ 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													
		Retable Value of House per annum, if any		Monthly Rental Income, if any													
14.	Permanent / Home Town Address (if any)																
<table border="1"> <tr> <td>Phone</td> <td></td> <td>Fax</td> <td></td> <td>Office Phone No.</td> <td></td> </tr> <tr> <td>Mobile</td> <td colspan="3"></td> <td>E-mail</td> <td></td> </tr> </table>						Phone		Fax		Office Phone No.		Mobile				E-mail	
Phone		Fax		Office Phone No.													
Mobile				E-mail													

Declaration by the Applicant:

It is certified that the above particulars furnished by me are correct.

Date: - _____

Signature of the Applicant: _____

TO BE FILLED IN BY THE FORWARDING OFFICE

Office ID (10-digit ID)			Endorsement No.			Date	
Office	Delhi Government						Central Government
	Department	Attached Office	Subordinate Office	Autonomous Body	Statutory Body	Other	
Category of Office Please tick (✓)							
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 the marital status of the applicant is _____ (single / widow / divorcee / married).
4. Certified that the applicant is employed in an eligible office and has not been debarred from allotment of General Pool accommodation.
5. Certified that the applicant is entitled / not entitled to rent free accommodation.
6. Certified that all the information mentioned in the application are verified from the records and found to be correct.

Signature with Date: _____

Name (in capital) _____

Designation _____

Phone _____

E-mail _____

Office Seal

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. Hostel (Transit accommodation) has been coded as follows:
SS: Single Suite without kitchen **SK:** Single Suite with kitchen
6. 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.
7. Forwarding Officer should mention the newly allotted 10 digit Office ID only, and not the old Department code given earlier by this Directorate.
8. The completed application must be submitted by the applicant in person or through his / her representative at the Information Facilitation Centre of the Delhi Government (Allotment Branch) located at 5th Floor, B-Wing, Delhi Secretariat, New Delhi-110002.
9. Registration number and Allottee Account Number (AAN) must be filed up if already allotted by this Directorate.
10. All India Service Officers on Central Deputation must fill up the details at para-14.
11. Hostel is a transit accommodation and if you are allotted Hostel accommodation, you must also apply for regular accommodation.