

Government of India
Directorate of Estates

Application for Allotment of General Pool Residential Accommodation
(for Updating Data based on Pay Revision as per Sixth Pay Commission)

Date of Receipt (To be filled by Directorate of Estates) _____

Photo
(Passport Size)

TO BE FILLED UP BY THE APPLICANT

Please follow the instructions given at the end of this Form before filling 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 (✓) | | | | | | | | | | |
| | Tenure Pool (only for Central Deputation) | | | TN Pool | General Pool | Please indicate Service for TN / General Pool applicants | | | | | |
| | IAS | IPS | Indian Forest Service (IFS) | Non-AIS | Other Services | | | | | | |
| | | | | | | | | | | | |
| | b) Batch Year | | | | c) Service Cadre | | | | | | |
| | | | | | | | | | | | |
| 2. | Full Name of Applicant | Justice / Shri / Smt. / Dr. / Er. / Km / Ms. | | | | | | | | | |
| 3. | Designation | | | | | | | | | | |
| 4. | Department / Organization | | | | | | | | | | |
| 5. | Ministry / State Government | | | | | | | | | | |
| 6. | a) Pay Band (Rs.) | | | b) Present Basic Pay (Rs.) (Band Pay + Grade Pay) | | | c) Present Grade Pay (Rs.) | | | | |
| | | | | | | | | | | | |
| 7. | a) Date of Birth | | | | b) Date of Retirement on Superannuation | | | | | | |
| | | | - | | | | - | | | | |
| 8. | a) Date from which continuously employed in Govt. Service | | | | b) Date from which continuously posted at Delhi | | | | | | |
| | | | - | | | | - | | | | |
| 9. | Are you on deputation to Central Govt. ? | If yes, since the date | | | Duration of Deputation (in Year) | Pay fixed on joining Central Deputation (in Rs.) | | | | | |
| | Yes | No | | | | Grade Pay | Basic Pay | | | | |
| | | | | | | | | | | | |
| 10. | Are you / your spouse occupying accommodation allotted by / from Directorate of Estates (DoE). If yes, please give details : | | | | | | Yes | No | | | |
| | Allottee's Name → | | | | | | | | | | |
| | House Type | Locality | | | Sector | Block | House No. | | | | |
| | | | | | | | | | | | |
| 11. | Indicate below the details for the Type(s) of House for which you have applied earlier and already waitlisted: | | | | | | | | | | |
| Type of House | Eligible Grade Pay | | Please tick (✓) for the Type | | | Pool(s) under which applied | | | | | |
| TYPES (I TO III) | | | | | | GP | SC | ST | LS | LM | |
| I | Rs.1300 to Rs.1800 | | | | | | | | | | |
| II | Rs.1900 to Rs.2800 | | | | | | | | | | |
| III | Rs.4200 to Rs.4800 | | | | | | | | | | |
| TYPE IV | | | | | | GP | TP | SC | ST | LS | LM |
| IV | Rs.5400 to Rs.6600 | | | | | | | | | | |

TO BE FILLED IN BY THE FORWARDING OFFICE

| | | | | | | | | | |
|--|--------------------|------------|-----------------|--------------------|--------------------|----------------|-------|------------------|--|
| Office ID (10-digit ID) | | | | | Endorsement No. | | | Date | |
| Office | | | | | | | | | |
| Category of Office Please tick (✓) | Central Government | | | | | | | State Government | |
| | Ministry | Department | Attached Office | Subordinate Office | Autonomous Body | Statutory Body | Other | | |
| 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 all the information mentioned in the application are verified from the records and found to be correct.

Signature with Date : _____

Name _____

Office Seal _____
Designation _____

Phone _____

E-mail _____

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. All SC / ST and LS / LM applicant will be registered for GP also.
6. Hostel (Transit accommodation) has been coded as follows:
SS : Single Suite without kitchen **SK** : Single Suite with kitchen **DS** : Double Suite
7. Locality choices for a House Type can be obtained from the website <http://estates.nic.in> of the Directorate of Estates at the link **House Allotments ->Housing Stock->Type-wise Localities**.
8. 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.
9. Forwarding Officer should mention the newly allotted 10-digit Office ID only, and not the old Department Code given earlier by this Directorate. 10-digit Office ID can be obtained from the website <http://estates.nic.in> of the Directorate of Estates at the link **House Allotments ->Help->Offices**.
10. The completed application must be submitted by the applicant in person or through his / her representative at the Information Facilitation Centre of the Directorate of Estates located at Ground Floor (Near Gate No.2), C-Wing, Nirman Bhawan, New Delhi – 110108.
11. You are not eligible to apply if you are employed in Delhi Administration / CBI / Hospitals etc. and any person(s) junior to you has been offered a regular allotment from the Departmental Pool.
12. Registration number and Allottee Account Number (AAN) must be filled up if already allotted by this Directorate.
13. All India Service Officers on Central Deputation must fill up the details at para 9.
14. The date of Priority for drawing Waiting List in respect of Types 1 to 4 accommodations shall be the Date of Joining the Government Service and for Types 4S to 8, the date on which an officer starts drawing the relevant Grade Pay in the Central Government.