

CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR
ESTATE ORGANISATION

No. QSD 4-3/CSKHPKV/Estate/18/-2426-66
Dated, the:- 29/11/2018

To

1. All Statutory Officers in CSKHPKV.
2. All the Heads of Deptts. /Offices CSKHPKV, Palampur.


Subject: - Application for allotment of residential accommodation.

Sir,

As per rule 6 (1) of the house allotment Rules, 1999, the University Employees who seek allotment of a house is required to apply separately for each category of house for which he is eligible under the rules for allotment on prescribed Proforma during December every year.

In accordance with the provision of House Allotment Rules, 1999, you are requested to obtain applications on prescribed proforma as circulated earlier by indicating the Grade Pay as on 31.12.2018 for allotment of house of Type- I, II, III, IV and Teacher Hostel categories of intended employees and forward these applications in a lot to this office. While forwarding the applications, the date of priority in respect of Type-IV may kindly be checked and determined properly with the service record of applicant concerned. The last date for receipt of application in this office is 31.12.2018. The applications for Teachers Hostel may also be sent to this office on prescribed proforma (already uploaded in the University website) within a stipulated period.

Yours faithfully,


Estate Officer 29/11/18
CSKHPKV, Palampur.

Endst. No. Even

Dated:- Even

Copy to:-

1. Secretary to Vice-chancellor, CSKHPKV, Palampur.
2. Deputy Registrar (Admn./Accts/Estt.), CSKHPKV, Palampur.
3. Incharge, UNS, CSKHPKV, Palampur with the request that the notice may be uploaded on the University Web Side.
4. General Secretary/President, HPAUTA, NTEU, VASTA, CSKHPKV, Palampur.

CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR

APPLICATION FOR ALLOTMENT OF RESIDENTIAL ACCOMMODATION FROM
GENERAL POOL FOR THE ALLOTMENT YEAR, _____TO BE FILLED 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.

eSalary-Employee Code (To be filled up by the Applicant if already given by his office)	Allottee Account Number (to be filled up by the Applicant if allotted)

- Full name of applicant (in block letter).....
- Name of father/spouse
- Designation.....
- Department/Office address
- Whether Permanent or Temporary
-

(a) Pay Band/Pay Scale (Rs)	(b) Present Grade Pay (Rs)	(c) Present basic pay (Rs) (Band Pay+ Grade Pay)

- (a) Date of Birth (b) Date of retirement on superannuation

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- Date from which continuously employed under CSKHPKV

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- Indicate below the type (s) of houses for which you are applying:

Type of houses	Eligible Grade Pay	University Notification	Please tick for the type
I	Rs. 1300/- to 1900/-	-	
II	Rs. 1950/- to 3600/-	Rs. 1950/- and above	
III	Rs. 3800/- to 5000/-	Rs. 3800/- and above	

Note: Applicable for Type-IV and above:

Type of houses	Eligible Grade Pay	University Notification	Date from which continuously drawing Grade Pay as indicated (Date of eligibility)	Please indicate Grade Pay for the date of eligibility.
IV	Rs. 5400/- to 8400/-	Rs. 5400/- and above	D D M M Y Y Y Y	Rs.
Teacher Hostel	Rs. 6000/- and above	-		

10. Whether the applicant was debarred from allotment of Govt. residence ? Yes / No.
 (a) if yes, please give detail.

11. Whether the applicant and his/her spouse occupying accommodation allotted by/from any departmental pool or any other pool ? Yes / No.
 (a) if yes, please give details.

12. Whether the applicant, his/her spouse/ dependent children own a house at or near the place of posting ? Yes / No
 (a) if yes, please give details as under :

Owner's name	Relationship with applicant	Address of house	Monthly rent income, if any

13. Whether the applicant entitled to rent free accommodation. Yes / No

14.

Address of the Drawing & Disbursing Officer of the Applicant.	Permanent Home address of the applicant
DDO-ID Code	Phone
Phone	E-Mail.

DECLARATION OF APPLICANT

1. I agree to abide by the H.P. Allotment of Government Residences (General Pool) Rules, 1994 and instructions issued there under from time to time.
2. I am working in an eligible office.
3. I am aware of the penalties, which can be imposed in the event of refusal of allotment of accommodation of entitled type or furnishing of false information, subletting / misuse of the premises under the Allotment Rules ibid.
4. I hereby declare that the information given above is true and I have not concealed anything in this respect.

Date :

Signature of the applicant.....

TO BE FILLED IN BY THE HEAD OF OFFICE

Office 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
<input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

1. Certified that all the information mentioned by the applicant in his application and mentioned above by the undersigned are verified from the service records and found to be correct.
2. Certified that the applicant is employed in an eligible office and has not been debarred from the allotment of General Pool accommodation.
3. Certified that the applicant is entitled/not entitled for rent free accommodation.
4. Certified that no departmental pool accommodation exist at the place of duty of the applicant.

Signature with date and official seal
Phone No.

Instructions

1. This form is for INITIAL ALLOTMENT only.
2. Please fill up the form in BLOCK LETTERS only.
3. Fill dates as day (01-31) month (01-12) & year (2010) in the format DD-MM-YYYY.
4. Please tick wherever required to do so.
5. 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.
6. Forwarding Officer should mention the allotted office ID code.
7. The complete application must be submitted by the applicant in person or through his/her representative in the office of the Estate Officer, CSKHPKV, Palampur.
8. Allottee Account Number must be filled up if already allotted by this office.