

RENEWAL OF APPLICATION FOR ACCOMMODATION IN GOVERNMENT QUARTERS
UNDER GENERAL POOL, AGARTALA.

Through the Concerned D.D.O of the applicant

To
The Estate officer,
P.W.D, Agartala,
West Tripura.

Sub: - Renewal of application for allotment of Govt. Quarters under General Pool at Agartala.

Ref: - My last year application SL. No. / 20..... against Type - Qtr..... at (name of locations)
.....

Sir,
The details of candidature are furnished below for renewal of application for allotment of Government Quarter under General Pool:-

- 1) a. Name of applicant with Official address & designation. :-
(In Capital letter)
- b. Whether address of 1(a) in earlier one or new :-
- c. Telephone No. (Office & Residence) if any. :-
- 2) Permanent Address (As Per Service Book) :-
- 3) Present Residential Address for postal communication. :-
- 4) Scale of Pay in details. :- Rs.
- 5) Grade Pay as on 01-01-2014, A.D. :-
- i) Date of Retirement as per Service Book. :-
- 6) Whether the applicant has taken any House Building advance, if so, please indicate the locality where the building is to be constructed. :-

(In case the applicant or his/her family member has taken any house building advance for construction of house at Agartala, within the 10 Km. radius from the Old secretariat building Agartala, then he/she will not be eligible for allotment of Govt. Quarters).

- 7) Designation of the D.D.O with official address, :-
with DDO Code No. in the Full

Phone No. of DDO:-

Dated, Agartala, the/...../20....

Signature of D.D.O with official seal.

8) Information regarding other employee of his/her family members, if any except applicant:

- a. Name & relation with the applicant :-
- b. Profession :-
- c. Present Place of Posting with official address :-
- d. Address of concerned D.D.O's in full :-

(If the husband/wife/other family's members of applicant is an employee of the Central/State Govt. & State Govt. undertaking body, a certificate from his/her D.D.O regarding place of posting, owning of a house at Agartala and taking of house building advance in respect of the Husband/Wife/Others family's member shall have to be furnished.)

9) Whether if any Govt. Qtr. has already been allotted in respect of his/her family members of the applicant at Agartala. If so, please mention the Allotment No.,..... year of Allotment:-.....
.....Qtr. No..... & Location etc. in details.....

DECLARATION

I do hereby declare that the information's furnished above is correct & certified that there is no house in full or in part either in my name or any family members within 10 Km. radius from the Old Secretariat Building, Agartala. I shall be liable for cancellation of the allotment order of the quarters, if the information furnished is found incorrect or false in future.

Dated, Agartala, the...../...../20....

Signature of applicant.
(in full)

Note:- 1) If an applicant becomes eligible for higher type Qtr. after :-
submission of initial application, he/she is to apply for
higher type Qtr. in prescribed form.

2) As per S.R & F.R a Govt. servant shall not be entitled for :-
House rent allowance if.

- a) He/ She shares Govt. accommodation allotted license fee free to another Govt. or
- b) He/ She resides in accommodation allotted to his /her parents /Son/Daughter by the Central/State or an autonomous public undertaking or semi Govt. organization such as Municipality or port Trust etc.
- c) His Wife/ Her husband has been allotted family accommodation at the same station by the Central/State Govt. or an autonomous public undertaking or semi Govt. organization or such as Municipality or he/she resides separately in accommodation rented by his/her.

N.B:- 1) For any change of the official address of applicant before allotment or after allotment of the Govt. Resident, please inform to this office immediately.
2) No Renewal form (issue or receive) would be entertainment after 31st January each year.