

IMPORTANT CIRCULAR/ REMINDER 2

Subject:- Application on a/c of allotment of Govt. Accommodation

Please refer to this office Circular no. even dated 30.09.2016 and 16.01.2017 (available on PCDA (CC) website) in which fresh application for allotment of accommodation in DAD Residential complex were called for.

The Competent Authority has directed that the Board proceeding from the month of February onwards will be convened only on the basis of the applications in the new format.

It is, therefore, entrusted upon all the interested Officers and Staff to submit their revised application for allotment of Govt. Accommodation duly completed in all respect failing which their application will not be entertained/considered.

Following information may invariably be mentioned in the application:-

Name/Desg/A/C No.

Basic Pay and Grade Pay

Date of Birth

Date of Superannuation

Date of Appointment

Date of Joining at Station

Office where posted

Category (Gen/SC/ST/OBC etc.)

Marital Status

Type/Types of quarter (A, B, C, D) applying for:

Choice of floor if any (Choice should be specifically mentioned)

If choice floor is not available then other floor may be allotted (yes or no):

If already residing in Gov. Accn. then Quarter no. and Date of Allotment:

Special ground if any (Medical certificate from specialist Doctor)

Phone/Mobile Number

Medical certificate from specialist doctor may also be enclosed in case the Quarter is to be demanded on medical Grounds.

It is, therefore, requested to circulate the enclosed pro-forma for submitting a fresh application to all the Officers/Staff posted in your Office/Group/Section who had already applied for allotment of Govt. Accommodation prior to 25.09.2016, **with direction to submit the same latest by 20th February 2017 for further necessary action otherwise their name will be removed from the waiting list.** Fresh application for change, in already allotted residential accommodation, may please also be forwarded for specific change for further action at this end. All the Officers/Staff may also be advised to submit their application in prescribed Pro-forma in future.

Please acknowledge receipt.



[Mohit Sharma]

ACDA

NO: AN/II/1415/ACCN

Dated: 15/02/2017

Distribution:

All the Sections of the Main Office

All the Sub-Offices

OA Cell for uploading on Office Website