

IMPORTANT CIRCULAR

Subject:- Application on a/c of allotment of Govt. Accommodation in Vivek Vihar Colony Lucknow

It has been observed that the applications submitted for allotment of Govt. Accommodation by the employees are generally incomplete due to which a lot of problems are being faced in allotment of quarters.

It is, therefore, entrusted upon all the 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):


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 November 2016 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.


[Umesh Kumar]
SAO

NO: AN/II/1415/ACCN

Dated: 20.09.16

Distribution:

All the Sections of the Main Office

All the Sub-Offices

OA Cell for uploading on Office Website

APPLICATION FOR ALLOTMENT OF GOVT. ACCOMMODATION

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Basic Pay and Grade Pay:

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Date of Superannuation:

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Special ground if any (Medical certificate from specialist Doctor):

Phone/Mobile Number:

Date:

Signature