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GOVERNMENT OF JAMMU AND KASHMIR
ESTATES DEPARTMENT J&K CIVIL SECRETARIAT
SRINAGAR/JAMMU

****J****

Subject: Allotment of residential accommodation in favour of Officers/Officials moving to Srinagar in connection with Annual Darbar Move-2019 (Summer Session May - October).

CIRCULAR NO: **01** - DE OF 2019

DATED: 14-03-2019

In order to make arrangements for residential/hotel accommodation at Srinagar during Summer Session (May - October) 2019 for officers/officials moving with Annual Darbar Move, the Estates Department invites applications on the prescribed format **(revised)** from all concerned.

Applications duly completed in all respects are required to be forwarded by Heads of Departments - in respect of employees other than Secretariat and Drawing and Disbursing Officers - in case of Secretariat Employees to Estates Department Civil Secretariat, specifically certifying the eligibility of the employee vis-a-vis residential/hotel accommodation at Srinagar. Applications not certified by Head of Department/Drawing and Disbursing Officer shall not be entertained.

All such applications on the prescribed format completed in all respects shall reach to Estates Department Civil Secretariat **by or before 27th of March, 2019** failing which no application form shall be entertained.

All Heads of Departments/Drawing and Disbursing Officers are requested to ensure strict adherence to the Orders of the General Administration Department while forwarding the application forms of the employees to the Estates Department for allotment of Govt. accommodation/private house/room in private hotel at Srinagar.

No application form/request for allotment of accommodation at Srinagar shall be entertained by Estates Department directly.

All concerned to please note.

Sd/-

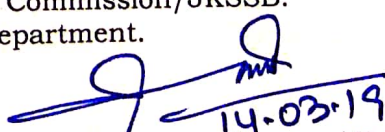
(Tariq Hussain Ganai)KAS
Director Estates, J&K

Dated: 14-03-2019

No: Est/Allot/MS/01/2010/Circular

Copy to:

1. All Financial Commissioners/Principal Secretaries/Commissioner-Secretaries to Govt, Department.
2. All Heads of the Departments
3. Secretary, J&K Legislative Assembly/Council/Public Service Commission/JKSSB.
4. Private Secretary to Principal Secretary to Government, Estates Department.
5. I/c website Estates/General Administration Department. ✓
6. Circular/Stock file.


14.03.19.
(Kewal Krishan Sharma)KAS
Assistant Director Estates

Proforma for Allotment of Residential/Hotel Accommodation at Srinagar Darbar-Move (Summer-2019)

1.	Name of the applicant/Employee	Space for photograph (attested by HOD)
2.	Parentage	
3.	Gender:- Male/Female	
4.	Permanent Address	
5.	Designation	
6.	Present place of posting	
7.	Parent department in Sectt, if not part of Sectt, then details of HOD	
8.	Office address	
9.	If working in Corporation/Autonomous Body/Elsewhere specify;	
10.	Nature of Service Permanent/ Adhoc/ Contractual/Casual.	
11.	Nature of posting ; Substantive/Deputation/Attachment	
12.	Gazetted/ Non-Gazetted	
13.	Scale of pay with Grade	
14.	Date/Designation of 1 st appointment	
15.	Date of promotion to present Grade/Designation.	
16.	Date since working in Move office.	
17.	Date of Birth.	
18.	Date of Retirement	
19.	Whether receiving HRA (Yes/No)	
20.	Contact No.	
21.	Last year accommodation, Hotel/Quarter/Private House/Fresh (Specify details)	
22.	Whether intends to continue in the same accommodation/allotted during the previous year.	

Undertaking

- (i) I state and undertake that the above mentioned details are true to the best of my knowledge and belief and nothing has been concealed. In case any information given by me is found incorrect, the Department will be within its right to issue any notice and I shall be liable to pay rent as per the market rates with 100% penalty and also liable for action under rules on the subject. Further, as soon as I am transferred out of Srinagar City, I shall handover the accommodation allotted to me, if otherwise, not allowed/permitted.
- (ii) I also undertake that neither I nor my Spouse/Family member owns a house in Srinagar city.

Date of submission of application:-

Signature of the Applicant

Certificates(s) to be recorded by the concerned HOD/ DDO in case of Sectt, Employee

- (i) It is certified that Shri/Smt. _____ (Permanent employee) whose particulars are given above is eligible for Government accommodation in Srinagar and is recommended for the same.
- (ii) It is certified that Shri/Smt. _____ (Non-permanent employee) is eligible to avail of the facility as per his/her term of engagement.
- (iii) It is further certified that all deductions on account of HRA/other deductions are being made regularly as per norms and guidelines of General Administration Department/Finance Department.



**Head of the Department/
DDO in case of Sectt, Employees
(Seal and Signature)**

Name _____

Designation _____

Mobile No. _____