

OFFICE OF THE ASSISTANT COMMISSIONER (L&E)
DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI
VARUNALYA PHASE-II, KAROL BAGH, NEW DELHI

Nov. DJB/AC (L&E)/Allot./2015/2217

Dated:-07-01-2015

CIRCULAR

Sub: Inviting applications from eligible employees for allotment of Govt. Accommodation for Type-I, II, III, IV and V quarter.

In order to prepare the fresh seniority list, applications are hereby invited on prescribed form as per Annexure 'C' for registration of eligible officials for allotment of Type-I, II, III, IV and V quarters and also for change of same type of quarter as per their entitlement/seniority as on 01-01-2015.

The employees who had applied earlier and still in need of Govt. accommodation are also required to apply a fresh.

At the time of submission of application, the concerned DDO will check the particulars of the applicants and will give a certificate as mentioned in performa at Annexure 'C'.

Details of Eligibility

Type of Quarter	Grade Pay as on 01-01-2015
Type-I	Upto Rs. 1800/-
Type-II	Rs. 1900/- to 2800/-
Type-III	Rs. 4200/- to 4800/-
Type-IV	Rs. 5400/- to 6600/-

The applicants are advised to apply for allotment of quarter in their respective category/type as mentioned above, failing which application will not considered for allotment of quarter and same will be rejected. However, in case no applications are received for a particular category/type of quarter/locality then the request of officials having lower grade pay will be considered as per rule. A circular in this will be issued letter on this office. Further, if applicants want allotment of lower type accommodation than their entitlement, he will be submitted separate application for allotment of quarter.

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Duly filled up applications must reached to this office up to 31-01-2015.
Applications received after 31-01-2015 will not be entertained.

After allotment if the accommodation is not accepted or occupied within stipulated time allotment shall be cancelled from his name without notice and that particular employee shall be debarred for allotment for a period of one year from the date of allotment.

All the DDO/Heads of department are requested to give this circulate wide publicity and endorse a copy of this circular to all their subordinate officers so that there may not be complaint from any one that he has not received this information. Copies of circular also may place on NOTICE BOARDS.

Terms and Conditions for allotment/change of Govt. accommodations are at Annexure 'A'. The details of availability of staff quarters are given at Annexure 'B'. The performa in which application is to be made is at Annexure 'C'.

This issues with the approval of the Competent Authority.

Encl. : Annexure A,B, & C.


(Rattan Lal) 06/01/15.

Assistant Commissioner (L&E)

Copy to:

1. CEO/CVO/Member/(A/FWS/DR).
2. Director (A&P)/Rev./F&A/T&QC/CEs/SEs/Jt. Directors/Proj. Dir. (Trg /BP) /DDV/Dy. Dir./ACs/LO/Dy. A&FOs/ CWAs/ ACAs / CSOs /AO s /ZROs/ACWAs/EEs/ZEs.
3. Consultant PR with the request to get it published in Varun Patrika.
4. Dy. Dir. Labour Welfare with spare copies for unions.
5. OS (L&E)/Head Clerk (L&E)/Allotment Clerk (L&E)/Recovery Clerk (L&E).
6. ✓ EE(EDP) cell with the request to upload this circular, application form along with terms & conditions on DJB website. (Hard & Soft copy).


06/01/15

Assistant Commissioner (L&E)

TERMS & CONDITIONS

1. The allottee will convey his acceptance regarding the change allowed/quarter allotted to him/her to the office of Asstt. Commissioner (L&E) within 05 days of receipt of this office order as per acceptance form enclosed.
2. Any representation for allowing more time for acceptance/occupation of above allotted quarter on any ground shall not be entertained.
3. As per rule SR-317-B-10, if an employee fails to accept the allotment within 05 days or take possession of the quarter after acceptance within 08 days or receipt of allotment of letter, his entitlement shall be cancelled as he/she shall not be eligible for another allotment for a period of one year from the date of allotment letter. No. further correspondence shall be made in the regrd.
4. The electricity water and gas charges etc. will be borne and paid by the allottee.
5. Subletting or un-authorized addition/alteration/misuse or raising any un-authorized construction on the vacant land surrounding the quarter are strictly prohibited and shall result in automatic cancellation of allotment. For period of subletting, penal rent decided by the authority will be charged.
6. Recovery of HRA will be made by the DDO under the provision of FR-45-A and other relevant rules.
7. An employee may apply for change of accommodation of the same type or of type to which he is entitled whichever is lower change shall be allowed only once in respect of same type of quarter.
8. The allottee should be in service at the time of allotment. In case the allottee has expired or is unauthorized absent, the quarter will not be handed over.
9. The allottee will surrender the quarter allotted to him/her on his/her retirement as per rules.
10. While taking over the possession, the checking inventory of the flat will be carried out and the allottee will sign it indicating fans furnishing in the flat. While handing over the vacant possession, if deficiencies are noted, the allottee will be liable to rectify the same or pay the damages.

11. Quarter will be handed over to the allottee on the basis of "Possession Slip" issued by the office of Assistant Commissioner (L&E) after all the terms and conditions, mentioned here.
12. The ownership of the quarter will vest exclusively with Delhi Jal Board. The allottee will not claim any ownership right for the above quarter.
13. In case of change of quarter, the allottee is directed to handover the vacant possession of the quarter in which he is residing at present on the very same day when takes over the possession of changed quarter.
14. No change of accommodation, including allotment of higher type of accommodation, shall be allowed during the period of six months preceding the date of superannuation.
15. In case of change of quarter, the allottee will clear the electricity/Bio-Gas of the quarter already occupied by him and gets the electricity connection disconnected from his name and submits the **No Dues Certificate** in the office of Assistant Commissioner (L&E) within 15 days. The Estate Manager concerned will ensure that the electricity/ Bio-Gas charges are cleared by allottee; he will handover the possession of quarter newly allotted after getting the clearance of electricity/Bio-Gas Charges certificate. **Also at the time of submitting acceptance for change of quarter, the allottee will submit the copies of last paid electricity/bio-gas bills.**
16. After preparing final seniority list of all categories, the applications received in AC (L&E) Cell after last date i.e. 31-01-2015, these application will be added in the month of January of next year.


Assistant Commissioner (L&E)

Type wise vacancy position of D.J.B staff Qtr.

Location	Type-I	Type-II	Type-III	Type-IV	Type-V
Aram Bagh	01	0	02	01	Nil
Ch.W.W.1	Nil	10	Nil	Nil	Nil
Haiderpur	20	18	03	06	Nil
Hindu Rao	03	Nil	Nil	Nil	Nil
Jal Vihar	04	08	04	02	Nil
Jhandewallan	Nil	Nil	Nil	Nil	Nil
Jamuna Bazar	02	Nil	Nil	Nil	Nil
Kilokri	03	Nil	01	01	Nil
Kondli	06	08	03	Nil	Nil
Keshopur	13	4	2	Nil	Nil
Lodhi Road	Nil	Nil	Nil	Nil	Nil
Model Town	13	11	Nil	Nil	Nil
NSTP Coronation Piller	Nil	02	Nil	Nil	Nil
Okhla water works	03	1	Nil	01	Nil
Patel Road BPS (Varun Vihar)	01	01	Nil	Nil	Nil
Ring Road P/S	02	Nil	Nil	Nil	Nil
Rithala	12	05	04	01	Nil
SDW Okhla	04	01	Nil	Nil	01
Shadipur Reservoir	01	Nil	Nil	Nil	Nil
Wazirabad	Single Storey 08	Multi S. 13 S/S- Nil	01	Nil	Nil
TOTAL	96	82	20	12	2

**APPLICATION FOR ALLOTMENT OF JAL BOARD
ACCOMODATION** *w.e.f. 01-01-2015*

(Please fill up the form in capital letters and tick in the appropriate box)

- A. First time Allotment Change of Quarter
- B. Type of Quarter for which applying:
 Type I Type-II Type III TypeIV Type V
- C. Category : (i)General SC/ST Medical PH

1. Name of Employee: _____

2. Father's/Husband Name _____

1. Designation : _____

2. Employee code/PF No. : _____

3. Male / Female: ~~_____~~ _____

4. If Female, specify whether (i) Married: _____

(ii) Single: _____

5. Date of Birth : _____

6. Date of Appcintment in DJB: _____

7. Grade pay as on Date: _____

8. Present pay scale : _____

9. Whether on Deputation : _____

(if yes details) _____

10. Present address with Phone No. _____

11. Do you /yours Spouse own a house within the jurisdiction of local municipality? If yes give details: _____

12. Have you ever been debarred form allotment of govt. quarters? If yes give details : _____

13. Give three choice of location where you want the quarter in order of preference 1. _____ 2. _____ 3. _____

FOR CHANGE OF QUARTER

- (a). Present Address _____
(b). Change required for quarter No. at (Mention Address) : _____
(c). Reason for change : _____

DECLARATION

I have gone through the terms and condition and agree to abide by the Government rules 1977 as applicable from time to time and in case of default I will be bound by the penalties prescribed in the Rules.

I have not availed / availed change of quarter earlier in the type for which applying in the present application.

Signature of Employee

Certificate to be given by DDO

It is here by certified that contents of the application form have been verified from the service record of Sh. _____ S/o _____ presently working as _____ who has applied under _____ Category for which necessary attached copies have been annexed.

Signature with date _____ Head Clerk E/Clerk
Name of DDO _____
Designation _____

Official Seal
Of DDO

ACKNOWLEDGEMENT

Received an application form from Sh. _____ for type _____
quarters on the day _____ of _____ 2013.

Signature with stamp of
Diary clerk of AC(L&E)