



OFFICE OF THE ASSISTANT COMMISSIONER (L&E)
 DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI
 VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI
 Ph. No. 011-23510241, E-mail:-acle309@gmail.com

No: DJB/AC(L&E)/Allot./2015/

98803

Dated: 10-08-2015

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CIRCULAR

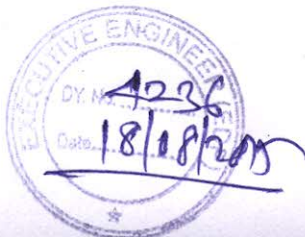
Reference is invited towards this office Circular no. DJB/AC(L&E)/Allot./ 2015 /2065 to 2377 dated 08-01-2015 inviting applications for allotment of type-I to type-V quarters from interested employees with last date of submission of form for allotment of quarter as 15th March and 15th September of that year.

In response to this circular a number of applications have been received in this office for allotment of quarters. Now, a new application from for allotment/change of quarters has been finalized and it has been decided by the competent authority that henceforth all the requests for allotment/change of quarter will be entertained in new application proforma.

All the eligible DJB's employees are hereby directed to fill the new form attached as annexure 'A' and submit the same in the office of undersigned upto 15-09-2015. Those employees who have applied earlier also, have to apply again. The forms received after 15-09-2015 will be added in the next seniority list, with last date of submission of form for allotment of quarter as 15th March of that year (2016).

The form received in the office of AC(L&E) upto the aforementioned dates will be considered for allotment of quarter and in case any employee is not allotted quarter, he/she will have to apply for allotment of quarter again. No circular for inviting applications for allotment of quarter will be issued, it shall be the duty of the concerned DDO to ensure delivery of all applications forms received in his office immediately in the office of AC(L&E) before closing of office hours upto the last dates as mentioned above.

All the DDO's/Heads of departments are requested to give this Circular wide publicity and endorse a copy of this Circular to all their subordinate offices so that there may not be any complaint from any employee that he has not received this information. Copy of Circular be also placed on NOTICE BOARD



EE/EDP
 Add: 17/8
 P. 19-I

Applications received after last date will not be entertained in any circumstance.

Employees who have applied for change of same type quarter in same locality are directed to mention the diary number and date of earlier application submitted in the office AC(L&E) so that their original seniority should not be disturbed.

Encl: as above

am
(Alka Sharma)

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.Dir./Proj.Dir.(Trg./BP)/DDV/Dy.Dir./ACs/LO/ Dy.A&FOs/CWAs/ACAs/CSOs/AOs/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).

am
Assistant Commissioner (L&E)

Application For Allotment Of Delhi Jal Board

Accommodation

(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 [] Type-IV [] Type-V []

C. Category: (i) General [] SC [] ST [] Medical [] PH []

1. Name of Employee: _____

2. Father's/Husband Name: _____

3. Designation: _____

4. Employee code/PF No. _____

5. Male / Female: _____

6. If Female, Specify Whether (i). Married _____

(ii). Single _____

7. Date of Birth: _____

8. Date of Appointment in DJB: _____

9. Grade pay as on Date: _____

10. Present pay scale: _____

11. Present working Office Address: _____

12. Whether on Deputation: _____

(If yes, give details) _____

13. Present Address with Phone No. : _____

14. Do you/ your Spouse own a house within the jurisdiction of local municipality? _____

If yes, give details: _____

15. Have you ever been debarred from allotment of government quarters? _____

If yes, give details: _____

16. Choice/Preferences of location/quarter (Indicate yes or no against each choice) :-

(i). I may be allotted one of following house in order of preference _____

1. _____ 2. _____ 3. _____ (Yes/No).

(ii). I would like to be allotted any house with or without floor restriction in the following area/locality in order of preference.

1. _____ 2. _____ 3. _____ 4. _____ (Yes/No).

(iii). In case quarter at above location is not available, I would accept any quarter available for allotment in any DJB colony. _____ (Yes/No).

(Please note that in case any employee indicates "NO" against choice no. iii above and he will not be allotted quarter, if quarter of his choice/location is not available, his name will be deleted from the seniority list and he will have to apply a fresh.)

17. In case quarter of my entitlement is not available, I may be allotted one type higher quarter on payment of 03 times enhanced licence fees as per my seniority, subject to availability of quarter. (Yes/No) _____

For Change of Quarter

(a). Present Address: _____

(b). First Choice _____ Second Choice _____ Third Choice _____

(c). Reason for change: _____

DECLARATION

I have gone through the terms and condition and agree to abide by the Allotment of Govt. Residences (General Pool in Delhi) Rule, 1963 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 hereby 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

NOTE :- The allotment will be done on the basis of terms & condition mentioned in annexure-A. Before filling the allotment form employee may read terms & condition carefully.

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 regard.
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. **Not more than one change shall be allowed in respect of one type of residence allotted to the officer.**
8. Applications received for change of quarter in same type in same colony will be considered first. The inter se seniority of the applicant so included shall be determined 'on first-come-first-serve basis'.
9. The allottee should be in service at the time of allotment. In case the allottee has expired or is unauthorizedly absent, the quarter will not be handed over.
10. The allottee will surrender the quarter allotted to him/her on his/her retirement as per rules.
11. While taking over the possession, the checking inventory of the flat will be carried out and the allottee will sign it indicating the furniture/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.

12. Quarter will be handed over to the allottee on the basis of "**Possession Slip**" issued by the office of Assistant Commissioner (L&E) after accepting the terms and conditions, mentioned here.
13. The ownership of the quarter will vest exclusively with Delhi Jal Board. The allottee will not claim any ownership right for the above quarter.
14. 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.
15. 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.
16. In case of change of quarter, the allottee will clear the electricity/Bio-Gas of the quarter already occupied by him and get the electricity connection disconnected from his name and submit 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 newly allotted quarter 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.**
17. The prescribed form duly verified by DDO will be submitted by the employee twice in a year in the office of AC(L&E) with last date of submission of form for allotment of quarter as 15th March and 15th September of that year. The forms received in the office of AC(L&E) upto the aforementioned dates will be considered for allotment of quarter and in case any employee is not allotted quarter, he/she will have to apply for allotment of quarter again.
18. After preparing final seniority list of all categories, the applications received in AC(L&E) Cell after 15th, March, will be added in the month of September of that year in next seniority list and applications received in AC(L&E) Cell after 15th, September, will be added in the month of March of next year in the next seniority list.


Assistant Commissioner(L&E)