

OFFICE OF THE ASSISTANT COMMISSIONER (L&E)  
DELHI JHAL BOARD: GOVT. OF N.C.T. OF DELHI  
VARUNALAYA PHASE-II, JHANDEWALAN DELHI  
Ph No. 011-23521266, E-Mail:acle309@gmail.com

NO. DJB/AC (L&E)/2019/ 60123

Dated: 17-10-2019  
18

Circular

Attention is invited toward this office Circular number DJB/AC(L&E)/Allot.(I/II/III)/2017/1291-1558 dated 05-01-2018, intimating therein that online House Allotment System has started functioning from 16-09-2017 onwards and all employees should submit applicants for allotment of DJB accommodation through online portal. Due to some vulnerabilities and discrepancies noticed in online House Allotment System, allotment of quarters could not being done online. Accordingly, the Competent Authority has decided to scrap the functioning of online House Allotment System with immediate effect and to develop New System.

All DDO are accordingly requested to forward the application of their staff for allotment of DJB accommodation to the office of Assistant Commissioner (L&E) as per past practice in enclosed prescribed format. The enclosed format of application will be acceptable through Hard Copy till new online system is developed.

All DDO's are also requested to give this Circular vide publicity amongst all employees for submitting their application for allotment of quarter again in hard copy even if they had submitted their application online on or after 16-09-2019.

Encl: As above.

*Rampal*  
17/10/2019

(Vilas Rampal)  
Assistant Commissioner (L&E)

All DDO/ Controlling Officers.

Copy to:-

1. CEO, DJB/ Member (Admn.)/ Finance/ Water/ Drainage.
2. CVO, DJB/ Secretary, DJB/ Addl. CEO/ All Chief Engineers/ All Directors/ CSO, DJB/ ADVO-I & II/ All Supdt. Engineers/ All Joint. Directors/ All Dy. Directors/ Consultant PR/ LWO/ LO(W).
3. Notice Board at Varunalaya Ph. I/II.
4. EDP Cell with request to cancel the present online House Allotment System portal from the website of DJB as well as to upload the circular on DJB website.

*Rampal*  
17/10/2019



*ACCEPTED*  
*Bag I*  
*EE/EDP*  
*KCC/UB*  
*25-10-19*

Assistant Commissioner (L&E)

**Application For Allotment of Delhi Jal Board Accommodation**

(Please fill up the form in capital letter 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: 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: \_\_\_\_\_

8(A). Date of Retirement \_\_\_\_\_

9. Grade Pay & Pay Level in the pay matrix \_\_\_\_\_

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?

\_\_\_\_\_

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 are/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. ill 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.)

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

**For change of Quarter**  
**(Only for same type in same locality)**

(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 application from 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 filing the allotment from employee may read terms & condition carefully.