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**OFFICE OF THE ASSISTANT COMMISSIONER (L&E)  
DELHI JAL BOARD: GOVT. OF NCT. OF DELHI  
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI-110005**

No.DJB/AC(L&E)/2013/ (01333)

Dated: 06-09-2013

**CIRCULAR**

Reference to this office Circular No. DJB/AC(L&E)/2013/95101 to 95408 dated 23.08.2013 vide which it was circulated that 5% quota will be reserved for allotment to female employees under 'Ladies Officer Pool'. As per Policy the quarters under ladies Pool will be allotted between married lady officers and single lady officers in the ratio of 1:1. Accordingly all the single female employees of DJB, who had earlier applied in the General Pool Category were asked to apply again indicating their marital status.

It has been decided to invite applications from all the female employees of DJB, who have not earlier applied for allotment of quarter and wish to apply for allotment of DJB accommodation, in the prescribed form indicating their marital status. Further, such female employees who are unmarried and have already applied for allotment of DJB accommodation, may also fill up the quarter allotment form indicating their single status. Other female employees whose applications are already in AC(L&E) cell will be treated as married female employees whose and after accommodating the new application forms, quarters will be allotted under the above policy.

The new allotment form is enclosed herewith. All the DDOs are requested to give this circular vide publicity among publicity female employees. The duly filled up and verified forms should reach this office within 10 days of issue of this circular. The forms received after 10 days will be considered in the next phase of allotment.

  
(Amit Jain)  
Assistant Commissioner (L&E)

All DDOs.

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**APPLICATION FOR ALLOTMENT OF JAL BOARD  
ACCOMODATION**

(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 \_\_\_\_\_ 2011.

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