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**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**

Office Order No. 49

Dated : 08-05-2015

Consequent upon the recommendation of Allotment Advisory Committee and approval of the Competent Authority following allotment of type-IV quarters are made subject to the terms and conditions mentioned below:-

Sl. No.	Name (Employee No.), Father Name, Designation , DDO and Govt. Accommodation (if any).	Quarter Allotted
1	Sh. Rishi Kumar S/o Lt. Sh. Khazan Singh , Dy. Dir.(F&A)-III , (40001824) C/o Sr. Accounts Officer (F&G).	D-4/IV, Aram Bagh
2	Sh. S.Hasan S/o Lt. Dr. Z. Hasan, AE(Civil) , (40002415) C/o EE(South)-IV.	7/IV, Jal Vihar
3	Sh. Jai Prakash Sharma S/o Sh. Jawahar Sharma, Head Draft Man, (20004837) C/o SE(South).	8/IV Jal Vihar

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) with in 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 of 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 this 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.

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7. An employee may apply for charge of accommodation of the same type or of type to which he is entitled whichever is lower charge shall be allowed only once in respect of same type of quarter.
8. The allottee is a regular Govt. Servant. 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 items 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 accepting the terms & 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 charge 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 Due Certificates** in the office of Assistant Commissioner(L&E) within 15 days. The J.E concerned will ensure that the electricity/Bio-Gas charges are cleared by allottee, he will hand over the possession of quarter newly allotted after getting the clearance of electricity/Bio-Gas charges certificates. **Also at the time of submitting acceptance for change of quarter, the allottee will submit the copies of last paid electricity/Bio-Gas bills.**

(Amit Jain)

Assistant Commissioner (L&E)

No. DJB/AC(L&E)/Allot./2015/ 603 + 0621

Dated: 8-5-2015

Copy to:-

1. Member(A)/Director(A&P) for kind information please.
2. Estate Manager/Ex.Engineer (C₃) Plant SDW SE/Central-II along with one spare copy of AE(C) concerned for handing/taking over of the quarter and with request to make the quarter in inhabitable condition.
3. DDO concerned with the request to place order copy in PF&SB of individual and ensure to deduct of licence fee of the quarter.
4. Account officer/AAO to ensure deduction of HRA and normal licence fee of the quarter.
5. HC (L&E)/Recovery Clerk.
6. Individual.
7. Office Order Book.

Assistant Commissioner (L&E)