

No.2-13/2008-Hg  
GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT (HOUSING)

\*\*\*

Puducherry, dated:06.12.2018

**C I R C U L A R**

Sub: Chief Secretariat (Housing) – Allotment of Government Quarters  
Type- I to Type-V at Lawspet & Type – I to Type -III at Olandai -  
Preparation of Seniority Wait List for allotment during the Block  
Year 2019-2020 - Applications called for – Reg.

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It is proposed to prepare Seniority Wait List for the **Block year 2019-2020 i.e; for the period from 01.01.2019 to 31.12.2020** for the allotment of various Types of Government Quarters as and when vacancies arise in the Government Servants Quarters at Lawspet and Olandai in Puducherry region in tune with the latest revised guidelines issued by the Ministry of Urban Development, New Delhi, as detailed below;

| Sl. No. | Type of Quarters | Location          | Category wise entitlement of officials drawing Gr. Pay as per VI <sup>th</sup> Central Pay Commission | Level in the Pay Matrix as VII <sup>th</sup> CPC |
|---------|------------------|-------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 1.      | I                | Lawspet & Olandai | ₹1,300 to ₹1,800                                                                                      | 1                                                |
| 2.      | II               | Lawspet & Olandai | ₹1,900 to ₹2,800                                                                                      | 2,3,4,5                                          |
| 3.      | III              | Lawspet & Olandai | ₹4,200 to ₹4,800                                                                                      | 6,7,8                                            |
| 4.      | IV               | Lawspet           | ₹5,400 to ₹6,600                                                                                      | 9,10,11                                          |
| 5.      | V                | Lawspet           | ₹7,600 and above                                                                                      | 12 and above                                     |

2. The Heads of Departments/ Offices are therefore requested to bring the contents of this Circular to the notice of all eligible officials **working in Puducherry Region** and forward the applications in the prescribed proforma enclosed herewith, if any received, to this Secretariat, after scrutiny, along with the Office Certificate in page 3 of the application, in a consolidated manner within the prescribed time limit; for preparing Seniority List according to the seniority in service. **Once allotment is made, it is final and no request for change of location ie; Lawspet to Olandai or vice-versa will be entertained under any circumstances and the concerned applicants will not be considered for the remaining allotment period / years of 2019-2020.**

3. The following aspects disqualify persons from applying for the Government Quarters:

- i) The applicants having own house in his name or in the name of any of his dependant family members within the jurisdiction of a local Municipality or of any adjoining Municipality.
- ii) The individuals who have been allotted ready built house / flat by the Puducherry Housing Board and by other means in any manner by purchasing the same from their own savings or from out of House Building Advance or from other financial banking / non-banking institution, etc., as the case may be at Puducherry region;
- iii) Officials who have been granted House Building Advance for construction of House within the Municipality or adjoining Municipality of the place of his/her posting and completed the same.
- iv) The Departmental officials who are entitled for the allotment of Quarters in their respective Departments where they own their own Quarters accommodation and
- v) The Staff serving in the Boards / Councils / Committees / Undertakings / Autonomous bodies / Local bodies / Agencies etc. ie; other than Government Departments.



4. The Heads of Departments / Offices are requested that the applications which fall under the above categories may be screened and only eligible applications are forwarded to the Housing Secretariat. Instances have come to the notice of this Secretariat that Circulars issued in this regard on previous occasions / years have not reached the field/sub-ordinate office staff under their control in Puducherry Region who are eligible for Quarters, for submitting their applications in time. Hence, it may please be ensured that this is circulated to all the eligible staff who are working under the Heads of Departments/Offices concerned. The Heads of Departments / Offices are requested to scrutinize the applications regarding admissibility or otherwise as referred to in paragraph 3 above as a measure of abundant caution while forwarding the applications with their recommendations. The eligible applicants should furnish the required declaration as in the format enclosed.


5. The eligible Government Servants who have applied for allotment of Government quarters in response to the earlier Circulars of this Secretariat and who were placed in the Wait List but not got the allotment should also need to apply afresh, since the existing Wait List will not be operative with effect from 01.01.2019. Last date for receipt of duly filled in applications, forwarded by the Heads of Departments/Offices, in the Housing Secretariat is 18.01.2019.

6. Incomplete applications and applications without the Certificate of the Head of Office as in Page 3 of the Application Form and applications which are received after the due date will not be entertained. No correspondence will be considered in future from such applicants for inclusion of their names in the wait list. Hence, it may be ensured that the applications in complete shape, duly authenticated by the Competent Authority are forwarded to this Department on or before 18<sup>th</sup> January, 2019.

7. Applications of those who have availed House Building Advance from Government or through any other Agencies and acquired / constructed their own houses at the place of their posting should not be forwarded. Suppression of any material fact will be viewed seriously and dealt with departmentally as per rules in force.

8. This Circular and Application form can also be downloaded from the official website of <https://www.py.gov.in>

/ By Order /



(A.PUNITHAMARY)  
UNDER SECRETARY TO GOVT.(HOUSING)

To

1. All Secretariat Departments / Sections.
2. All Heads of Departments / Offices in Puducherry Region.
3. The Director, Information Technology Department, Puducherry ----- with a request to place the Circular & Application Form in the official website for the general information and use of the Government Servants.



**Last Date for receipt of duly filled in application in the Housing Secretariat is 18.01.2019**

**TO BE FILLED BY APPLICANT**

1. Name in Block Letters :
2. Designation :
3. Office address at which posted & phone No. :
4. GPF No. / PRAN :
5. Pay as on **01.01.2019** in the VII<sup>th</sup> Pay Matrix  
(if VII<sup>th</sup> is not implemented; Grade Pay in the VI<sup>th</sup> pay) :  
 i) Pay Level :  
 ii) Pay in the Pay Level : ₹  
 iii) HRA (should be mentioned, if drawing) : ₹
6. Date of initial appointment on regular basis under Central/State Government in the entry grade including Foreign service, if any(i.e. Date of Priority) :
7. Permanent residential address with Mobile No. :

8. Type of Quarters and Choice of Location applied for :

**Eligibility Type as per classification:**

| VI <sup>th</sup> pay | VII <sup>th</sup> pay | Quarters   |
|----------------------|-----------------------|------------|
| Gr. Pay upto ₹1,800  | (Level 1)             | - Type I   |
| ₹1,900 to ₹2,800     | (Level 2,3,4,5)       | - Type II  |
| ₹4,200 to ₹4,800     | (Level 6,7,8)         | - Type III |
| ₹5,400 to ₹6,600     | (Level 9,10,11)       | - Type IV  |
| ₹7,600 and above     | (Level 12 and above)  | - Type V   |

**Tick the appropriate Type of Quarters**

| TYPE | I | II | III | IV | V |
|------|---|----|-----|----|---|
|------|---|----|-----|----|---|

Tick **only** against the selected choice:

1. Only at LAWSPET ☐
2. Only at OLANDAI ☐
3. LAWSPET or OLANDAI ☐
- a) 1<sup>st</sup> Choice: Lawspet ☐
- b) 1<sup>st</sup> Choice Olandai ☐

9. Pool under which you are applying (Tick the appropriate one)  
(Those who have declared Home Town address at Karaikal / Mahe / Yanam as per the entry made in the Service Book are only considered under Outlying Region category) Attested copy of certificate should be enclosed in respect of SC/ ST/PH candidates.

: General  
 Scheduled Caste  
 Scheduled Tribe  
 Physically Handicapped  
 P.C.S.  
 Outlying Region

10. Date of Retirement on Superannuation :

11. Sex :

: Male / Female

12. a) Are you occupying Government Quarters in Puducherry region ? (Tick the appropriate one) :

: Yes / No

**If yes,** furnish the Quarters No., Type of Quarters & Location :

- b) Is your spouse occupying Government Quarters in Puducherry region ? (Tick the appropriate one) :

: Yes / No

**If yes,** furnish his/her

Name :

Designation :

Office address :

Quarters No., Type of Quarters, Location & Mobile No. :



13. a) Is your **spouse** employed under Central Government / State Government / Boards / Autonomous bodies etc. including foreign service, if any. (Tick the appropriate one) : Yes / No
- b) **If yes**, furnish the following **details of your spouse**
- |                                          |     |
|------------------------------------------|-----|
| Name                                     | :   |
| Designation                              | :   |
| Office address & Mobile No.              | :   |
| Pay Level                                | :   |
| Pay in the Pay Level                     | : ₹ |
| HRA (should be mentioned as per records) | : ₹ |
14. Service to which the applicant belongs : State / Central / Other than Govt. Department.
15. a) Have you ever been debarred from allotment of Government residence (Tick the appropriate one) : Yes / No
- b) If yes, upto which date :
- c) If any rent outstanding against the applicant in respect of Government accommodation occupied previously and since vacated :
16. Do you /your spouse/your dependant children own a house within the jurisdiction of local Municipality or any adjoining Municipality ? If yes, give particulars of the house. (Tick the appropriate one) : Yes / No
17. Are you working in an office of Puducherry Administration (Tick the appropriate one) : Yes / No
18. Mention the order of preference of the floor of Quarters as (Ground floor, I floor, II floor)
- : 1 .....
- 2.....
- 3.....

#### DECLARATION

1. I am working in an eligible Office.
2. I agree to abide by the Allotment of Government Residence (Union Territory of Puducherry) Rules, 1981 as amended from time to time or relevant Allotment Rules applicable.
3. I am aware of the penalties to be imposed in the event of furnishing of false information.
4. I am also aware of the penalties to be imposed and disciplinary action to be taken in the event of subletting the Quarters allotted and overstayed as well.
5. I hereby undertake that I will not cultivate or involve in any immoral and unlawful activities in the Quarters and its premises.
6. I hereby undertake that in the event of allotment of ready built house/flat to me by the Puducherry Housing Board, etc. or the acquisition of house of my own or by my dependant family members is completed by raising House Building Advance/my own income or by other means and on my retirement / quitting from service, I will vacate the Quarters allotted to me immediately and handover the same to the Government as per the existing rules in force.
7. I will intimate the change of the office address in the event of my transfer to any other office while in occupation of the Government Quarters, to the Under Secretary to Government (Housing), Chief Secretariat and Executive Engineer, Buildings & Roads (Central) Division, Public Works Department, Puducherry at once. .
8. I have not been occupying Quarters in the same type for which I am now applying.

**Signature of the Applicant.**

Place:

Date:



**TO BE FILLED IN BY THE HEAD OF OFFICE**

1. Name of the Government Servant :
2. Designation :
3. Office / Department in which working :
4. GPF No. / PRAN :
5. Pay as on 01.01.2019 in the VII<sup>th</sup> Pay Matrix:  
(if VII<sup>th</sup> Pay is not implemented; Gr.Pay in the VI<sup>th</sup> pay)
  - i) Pay Level :
  - ii) Pay in the Pay Level : ₹
  - iii) HRA (should be mentioned as in the PBR) : ₹
6. Date of Birth :
7. Date of regular appointment in the entry grade :
8. Date of retirement :
9. Home Town Address as verified with Service Book (Those who have declared Home Town address at Karaikal / Mahe / Yanam are only considered under Outlying Region (OR) category) :
10. Belongs to SC / ST / PH / OR / PCS ? (Attested copy of the Certificate in respect of SC / ST / PH candidate should be enclosed to consider for reservation category; otherwise it will be treated as general category). :
11. Details of amount and date of HBA drawn, if any, :  
for the construction of house either in the name of Govt. servant or his/her dependant family members through Government or raised from any other banking or non-banking financial institution etc.
12. **Certified that the particulars furnished by the Applicant have been verified with reference to relevant records and found correct.**

Signature of the Head of Department / Office  
with Name, Designation, Office Seal,  
office telephone No. and date.: