

**No.2-13/CS/Hg/A2**  
**Government of Puducherry**  
**Chief Secretariat (Housing)**

\*\*\*

Puducherry dated, the 08-01-2013.

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

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Sub:- Housing – Government Quarters Type I to Type V at Lawspet &  
Type-I to III at Olandai – Allotment during the block Year 2013-2014 -  
Applications from eligible Government servants – Called for – Reg.

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It is proposed to prepare Wait List for the period from 01-01-2013 to 31-12-2014 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:-

**Type of Quarters and Location**

**Category wise entitlement of Officials drawing**  
**Grade Pay as per VI Central Pay Commission**

1) I – Lawspet / Olandai	₹.1300, ₹.1400, ₹.1600, ₹.1650 & ₹.1800
2) II – Lawspet / Olandai	₹.1900, ₹.2000, ₹.2400 & ₹.2800
3) III – Lawspet / Olandai	₹.4200, ₹.4600 & ₹.4800
4) IV – Lawspet	₹.5400 to ₹.6600
5) V - Lawspet	₹.7600 & above.

2. The Heads of Department / Offices are therefore requested to bring the contents of this Circular to the notice of all eligible officials working in Puducherry Region and applications, if any, in the **prescribed proforma** enclosed herewith may be obtained from the individual and the consolidated applications forwarded with the recommendations of the concerned department to this Secretariat for preparing the category wise list according to the seniority in service. Once allotment is made, it is final and no request for change of place will be entertained under any circumstances and the concerned applicants will not be considered for the remaining allotment period / year of 2013-2014.

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 posting and having completed the same and
- 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 / Undertaking / Autonomous bodies / Local bodies / Agencies / Other than Government Departments, etc.,

4. **The Heads of Departments / Offices are requested that the applications which fall under the above categories may be screened and only eligible applications forwarded to the Housing Secretariat.**

Instances have come to the notice of this Department that Circulars of previous occasions / years have not reached the field staff and the sub-ordinate offices under their control in Puducherry Region who are eligible for various types of Quarters for submitting their applications in time. Hence, it may please be ensured that this is circulated to all the eligible staff members 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 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 Circular(s) 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 after 31-12-2012.** The last date for receipt of application in this Department, duly forwarded by the Heads of Departments / Offices is **31-01-2013.**

6. Incomplete applications and applications without declaration, Certificate of the Head of Office as in Page 3 and 4 of the application and applications which are received after the due date will not be entertained. No correspondence will be entertained 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 31<sup>st</sup> January 2013.**

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 used by downloading from the official website of **<http://www.pon.nic.in>**.

// By Order of the Special Secretary (Housing) //

-Sd-  
(P. JANAKI)  
UNDER SECRETARY TO GOVT. (HOUSING)

To

1. All Secretariat Departments / Sections.
2. All Heads of Departments / Offices in Puducherry Region.
3. The Technical Director, National Informatics Centre, Chief Secretariat, Puducherry with a request to upload the Circular and Application form in the official website for the general information and use of the Government Servants.

**APPLICATION FOR ALLOTMENT OF GOVERNMENT RESIDENTIAL ACCOMODATION DURING THE PERIOD FROM 01-01-2013 TO 31-12-2014.**

**Last Date for receipt of duly filled in application in the Housing Secretariat, is 31-01-2013.**

**TO BE FILLED BY APPLICANT**

1. Name in Block Letters :
2. GPF / PRAN No. :
3. Designation :
4. Whether Temporary or Permanent : Temporary / Permanent
5. Date from which continuously employed on regular basis Under Central / State Government in the Entry Grade including Foreign service, if any(i.e. Date of Priority) :
6. Office in which working  
(a) Department :  
(b) Office address at which posted & Telephone No. :
7. Grade Pay **as on 01-12-2012** :  
Pay fixed in the VI Central Pay Commission  
i) Pay Band : ₹.  
ii) Pay in the Pay Band : ₹.  
iii) Grade Pay : ₹.  
iv) Basic Pay(Pay in the Pay Band + Grade Pay): : ₹.  
v) HRA : ₹.
8. Permanent Residential Address with Telephone & Cell No. :
9. Eligibility Type as per classification of Pay Grade : Type-I / II / III  
(Located at Lawspet OR Olandai)  
Type-IV & V  
(Located at Lawspet)
10. Pool under which you are applying (Tick the appropriate one) : General  
(Outlying Region) (Outlying Region refers to those who have Scheduled Caste  
declared Home Town address at Karaikal / Mahe / Yanam Scheduled Tribe  
as per the entry made in the Service Book are only Physically Handicapped  
Considered under Outlying Region category) Outlying Region
11. Date of Retirement on Superannuation :
12. (a) Sex (Tick the appropriate one) : Male / Female  
(b) In case of Female (Marital Status) : Married / Unmarried  
(Tick the appropriate one)
13. a) Are you / your spouse occupying Government accommodation allotted by the Department, if any (Tick the appropriate one) : Yes / No  
b) If yes, fill the name of allottee, Quarter No.. Type and Pool :
14. a) Are your spouse employed under Central Government / State Government / Boards / Autonomous bodies etc. : Yes / No  
including foreign Service, if any. (Tick the appropriate one)  
b) If yes, office in which working  
i) Department :  
ii) Designation & date from which continuously employed on regular basis :

- iii) Pay fixed in the VI Central Pay Commission
- |   |   |    |
|---|---|----|
| i) Pay Band                                     | : | ₹. |
| ii) Pay in the Pay Band                         | : | ₹. |
| iii) Grade Pay                                  | : | ₹. |
| iv) Basic Pay (Pay in the Pay Band + Grade Pay) | : | ₹. |
15. Service to which the applicant belongs :
16. 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 vacated :
17. 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
18. Are you working in an office of Puducherry Administration (Tick the appropriate one) : Yes / No
19. Whether you belong to SC / ST / PH / OR / Others  
SC/ST/PH/OR/Others(**Attested copy of the certificate in respect of SC/ST/PH should be enclosed**)(Tick the appropriate one) :

**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 refusal of acceptance of allotment of accommodation of the entitled type or 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 overstayal 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 construction of house of my own or by my dependant family members is completed by raising House Building Advance 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 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 allotted any quarters in the same type for which applied now during the block year for the period from 01-01-2011 to 31-12-2012.

Date:

Signature of the Applicant

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

1. Name of the Government Servant :
2. GPF / PRAN No. :
3. Designation :
4. Office / Department in which working :
5. Pay as on 01-07-2012
- i) Pay Band : ₹.
- ii) Pay in the Pay Band : ₹.
- iii) Grade Pay : ₹.
- iv) Basic Pay (Pay in the Pay Band + Grade Pay) : ₹.
- v) HRA : ₹.
6. Date of Birth :
7. Date of regular / initial appointment in the entry grade :
8. Whether Temporary or Permanent : Temporary / Permanent
9. Total qualifying regular service : DD - MM - YYYY
10. Date of retirement :
11. 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) :
12. Belongs to SC / ST / PH / OR / PCS (Attested copy of the Certificate in respect of the SC / ST / PH **should** be enclosed) otherwise : the application will not be considered for reservation.
13. Details of amount and date of HBA loan drawn for the Construction of house either in the name of Government Servant or his dependant family members through Govt. : or raised from any other banking or non-banking financial Institution, etc.

Certified that particulars furnished by the Applicant have been verified with reference to records and found correct.

Signature of the Head of Department / Office  
with Date and Office Seal :

Name :

Designation :

Telephone No. :