**FORM FOR APPLICATION FOR OFFICERS OF INCOME-TAX DEPARTMENT FOR**

**ALLOTMENT OF RESIDENCE FROM THE DEPARTMENTAL POOL**

**FOR THE ALLOTMENT YEAR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Full Name (In Block Letters) | | | | | |
| Name | | | : |  | |
| Father’s Name / Middle Name | | | : |  | |
| Surname | | | : |  | |
|  | Date of Birth | | | : |  | |
|  | Date of Superannuation | | | : |  | |
| 2 | Present Residential Address | | | : |  | |
| 3 | Present Office Address | | | : |  | |
| 4 | Designation & Particulars of Permanent / Quasi Permanent Post Held | | | : |  | |
| 5 | Whether the Officer Belongs to SC / ST | | | : |  | |
| 6 | If the Officer has joined on transfer in the Allotment Year, give details of joining at Mumbai | | | : |  | |
| 7 | (A) | Present Basic Pay & Grade Pay | | : |  | |
| (B) | Date from which such Grade Pay drawn | | : |  | |
| 8 | Indicate the sources from which the emoluments are drawn, if not, from the Consolidated Funds of Govt. of India | | | : |  | |
| 9 | Type of accommodation to which entitled with seniority date  (vide S.R. 317– P-4) | | | : |  | |
| 10 | **Please tick the types of accommodation for which you are applying :** | | | | | |
| **Class of accommodation** | | | **Pay Range** | **Date of Joining** | | **Date from which the minimum pay Govt. Service prescribed**  **(for the type of accommodation is drawn)** |
| **Type of Residence** | | | **Grade Pay (Pre-revised)** |
| I | | | Rs. 1,300, Rs. 1,400  Rs. 1,600, Rs. 1,650  and Rs. 1,800 |  | |  |
| II | | | Rs. 1,900, Rs. 2,000,  Rs. 2,400 and Rs. 2800 |  | |  |
| III | | | Rs. 4,200, Rs. 4,600 and Rs. 4,800 |  | |  |
| IV | | | Rs. 5,400, Rs. 6,600 |  | |  |
| IV (Special) | | | Rs. 6,600 |  | |  |
| V-A (D-II) | | | Rs. 7,600 and Rs.8,000 |  | |  |
| V-B (D-I) | | | Rs. 8,700 and Rs. 8,900 |  | |  |
| VI-A (C-II) | | | Rs. 10,000 |  | |  |
| VI-B (C-I) | | | Rs. 67,000 to Rs. 74,999 |  | |  |
| VII | | | Rs. 75,000 to Rs. 79,999 |  | |  |
| VIII | | | Rs. 80,000 and above |  | |  |
| 11 | **Particulars of the Govt. Residence, if any, allotted either to the applicant or of his / her family members:-** | | | | | |
| (i) | By the Head of Department | | : |  | |
| (ii) | By other Government Department  (Give name of the Department) | | : |  | |
| 12 | (i) | Office of family members, if employed, in Central / State Government / Public / Semi-Govt. Undertaking / Municipality/ Port Trust / LIC / Nationalised Services | | : |  | |
| (ii) | State whether the family member referred in Col. No. 12(i) stays with you | | : |  | |
| 13 | **Does the applicant stay presently:-** | | | | | |
| (i) | in his / her ownership flat | | : |  | |
| (ii) | in a rented premises in his / her own name. | | : |  | |
| (iii) | with some other relatives / friends | | : |  | |
| (iv) | in quarters from General Pool or any Other Pool | | : |  | |
| 14 | (a) | (i) Does the applicant stand  debarred from allotment  of Govt. Accommodation or | | : |  | |
| (ii) Has he / she surrendered /  cancelled any earlier  allotment. | | : |  | |
| (b) | If reply to (i) & (ii) is affirmative, indicate the details thereof. | | : |  | |
| 15 | Is the officer entitled to rent-free accommodation | | | : |  | |
| 16 | Does the applicant / spouse or dependent child own a house at the station of duty. If yes, give details. | | | : |  | |
| 17 | **Particulars of surety in case of officer not holding a Permanent / Quasi Permanent post under Central Government.** | | | | | |
| (1) | Permanent Post held | | : |  | |
| (2) | Office to which attached | | : |  | |
| (3) | Does the surety subsist | | : |  | |
| 18 | Civil List No. | | | : |  | |

|  |  |
| --- | --- |
| ***NOTE:*** | *The date of seniority in respect of Type-I, II, III quarters shall be the date from which the applicant has been continuously in service in Central Government. The date of seniority in respect of Type-IV, Type-IV (Special) onwards shall be the date of reaching Grade Pay of Rs. 5,400/- and Rs. 6,600/- respectively.* |

Certified that I have read all rules governing the allotment of residence and declare that the above particulars given by me are correct and that the allotment to be made to me or already made shall be subject to these rules and subsequent amendments, if any, thereto.

|  |  |  |
| --- | --- | --- |
| Date: | Signature: |  |
|  | Name: |  |
|  | Designation: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Phone No.** |  | **Extn. No.** | **Mob. No.** |

**Office to which attached:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CERTIFIED THAT** the particulars given above by the applicant are correct.

|  |  |
| --- | --- |
|  | (Head of the Department / Range) |

**Certified that:-**

Applicant’s seniority date for allotment of Quarters is \_\_\_\_\_\_\_\_\_ (Please see Note above)

Present Basic Pay & Grade Pay :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date from which such Grade Pay is drawn:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | (Signature of A.O. of respective D.D.O., Office, Mumbai) |

**SURETY BOND**

I, Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son of Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at present employed as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby stand surety (which expression shall include my heirs, executors and administrators) to the President of India (hereinafter called ‘the Government’ which expression includes his successors and assignees) for payment by Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of licence fee and other dues in respect of the residence now allotted to him by Government as also for any residence, additional accommodation, extra servant quarters or garages that may be allotted to him from time to time by the Government.

I, the surety, shall indemnify the Government against all loss and damages until delivery of vacant possession of the same is made to the Government. I, the surety, hereby undertake to pay to the Government forthwith on demand by the Government and without demur all such sums as may be due to the Government as aforesaid and I hereby agree that the Government shall be at liberty (and be hereby irrevocably authorised to do so) to recover the said sums from the salary payable to me and the decision of the Government as to the amount so to be recovered shall be final.

The obligations undertaken by me shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the Government to the said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the allottee) or by any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of so releasing me from such liability.

The guarantee shall not be discharged by my death nor shall it be revocable by me at any time, except with the consent in writing of Government until the delivery of vacant possession of any such residence, servant quarteror garage, which is in occupation of the allottee of Government.

Provided however that this guarantee shall *ipso facto* terminate from the date Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declared permanent or quasi-permanent in any service in the Government of India.

The Government has agreed to bear the stamp duty, if any, for this document.

|  |  |  |
| --- | --- | --- |
| Signed and delivered by the said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Mumbai, the date |  | (Signature of the Surety) |
| Name : |  |
| Designation: |  |
| Office to which attached: | |  |

**CERTIFIED THAT** the above surety is a permanent Government Servant. He is \_\_\_\_\_\_\_\_\_\_\_\_\_ years of age and his pay is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month.

|  |  |
| --- | --- |
|  | Signature of the Head of the Department of the Office in which the surety is employed. |
|  | Seal: |
|  | Date: |