

**APPLICATION FOR ALLOTMENT OF RESIDENTIAL ACCOMMODATION  
FROM GENERAL POOL FOR THE ALLOTMENT YEAR 20.....**

**TO BE FILLED BY THE APPLICANT**

*Please follow the instructions given at the end of this form before filling this form.  
Incomplete application will not be accepted /processed.*

<i>Employee Code (to be filled up by the applicant if already given by his office).</i>	<i>Allotment account No. (to be filled up by the applicant if allotted)</i>

1. Full name of applicant (in block letter) \_\_\_\_\_
2. Name of Father/ spouse. \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Department/Office address \_\_\_\_\_
5. Whether Permanent or Temporary \_\_\_\_\_

6.

<b>(a)Basic pay drawn by the officer or official.</b>	<b>(b) Level as per the pay matrix applicable w.e.f. 01.01.2016.</b>	<b>(C) Group of the employees (Officer/ Official).</b>
Rs.		

7. (a) Date of Birth (b) Date of retirement on superannuation.
- D D M M Y Y                      D D M M Y Y
- -                       
  -   -

8. Date from which continuously employed in HPSEBL.
- D D M M Y Y
- -

9. Indicate below the type (s) of houses for which you are applying.

Type of Houses	Pre-revised Grade Pay	Level as per the pay matrix applicable w.e.f. 01.01.2016.	Please Tick (✓) for the type
I	Rs. 1300/- to Rs. 1899/-	1 & 2	
II	Rs. 1900/- to Rs. 3799/-	3 to 9	
III	Rs. 3800/- to Rs. 5399/-	10 to 16	

Note Applicable for Type-IV and above.

Type of Houses	Pre-revised Grade Pay	Level as per the pay matrix applicable w.e.f. 01.01.2016.	Date from which continuously drawing Grade pay as indicated (Date of eligibility)									
			D	D	M	M	Y	Y	Y	Y		
IV	Rs. 5400/- to Rs. 8599/-	17 to 20										
V	Rs.8600/- to Rs.9999/-	21 & 22										
VI	Rs. 10,000/- and Above	23										

10. Whether the applicant was debarred from allotment of Govt. residence? Yes/No.

(a) if yes, please give detail

11. Whether the applicant and his/her spouse occupying accommodation allotted by/ from any departmental pool or any other pool? Yes/No.

(a) if yes please give details.

12. Whether the applicant his /her spouse/dependent/children own a house at or near the place of posting? Yes/No.

(a) if yes, please give details under:-

Owner's name	Relationship with applicant.	Address of House	Monthly rent income, if any.

13. Whether the applicant is entitled to rent free accommodation. Yes/No.

14.

Address of the Drawing & Disbursing Officer of the applicant.	Permanent Home address of the applicant.
DDO- ID Code	Phone
Phone	E-mail.

#### DECLARATION OF APPLICANT.

- I agree to abide by the H.P. Allotment of Government Residences (General Pool) Rule, 1994 and instructions issued there under from time to time.
- I am working in an eligible office.
- I am aware of the penalties, which can be imposed in the even of refusal of allotment of accommodation of entitled type of furnishing of false information subletting./misuse of premises under the Allotment Rules ibid.
- I hereby declared that the information given above is true and I have not concealed anything in this respect.

Date:

Signature of the applicant. \_\_\_\_\_

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

<b>Office ID</b>	
<b>Endorsement No.</b>	
<b>Date</b>	
<b>Office</b>	
<b>Name of Applicant</b>	
<b>Designation.</b>	

<b>Date of continuous employment of the applicant under Govt. service.</b>	<b>(a) Basic pay drawn by the officer or official.</b>	<b>(b) Level as per the pay matrix applicable w.e.f. 01.01.2016.</b>	<b>(C) Group of the employees (Officer/ Official).</b>
-	Rs.		

1. Certified that all the information mentioned by the applicant in his application and mentioned above by the undersigned are verified from the service records and found to be correct.
2. Certified that the applicant is employed in an eligible office and has not been debarred from the allotment of General Pool accommodation.
3. Certified that the applicant is entitled/not entitled for rent free accommodation.
4. Certified that no departmental pool accommodation exists at the place of duty of the applicant.

Signature with date and office seal.  
Phone.

**INSTRUCTIONS**

1. This form is for INITIAL ALLOTMENT only.
2. Please fill up the form in BLOCK LETTERS only.
3. Fill dates as day (01-31) month (01-12) year (2010) in the form DD-MM-YYYY.
4. Please tick wherever required to do so.
5. Please ensure that the application is complete in all respect signed by the applicant and forwarded and stamped by the Forwarding Officer of your office.
6. Forwarding Officer should mention the allotted Office ID Code.
7. The complete application must be submitted by the applicant in person or through his/ her representative in the office of the Estate Officer-cum-Addl./SE/Sr. Executive Engineer, Maintenance Division, HPSEB Ltd. Shimla-4.
8. Allottee Account number must be filled up if already allotted by this Directorate.
9. The date of priority for drawing waiting list in respect of Type-1 to III accommodation shall be date of joining the HPSEB Ltd. and for Type-IV to VI and Type-VII & VIII, the date on which an Officer starts drawing the relevant Basic Pay respectively.