

लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा संस्थान, ग्वालियर

38

आवासीय क्वार्टर्स के आबंटन हेतु आवेदन फार्म

APPLICATION FORM FOR ALLOTMENT OF RESIDENTIAL QUARTERS

1. आवेदक का पूरा नाम Full Name (in block letters) :
2. पदनाम Designation :
3. सेवा की स्थिति (अस्थायी/स्थायी) :
Service Status
(whether Temporary/Permanent)
4. जन्म तिथि Date of Birth :
5. किस तारीख से सरकारी सेवा में लगातार नियोजित हैं :
Date from which continuously
employed in Govt. service
6. वैवाहिक स्थिति Marital Status :
7. वर्तमान वेतन लेवल Present Pay Level :
8. वर्तमान मूलवेतन Present Basic Pay :
9. आवेदन की तारीख तक आबंटित सरकारी आवास का विवरण :
Particulars of Govt. Residence
allotted on the date of application
10. क्या आपकी पत्नी/पति को अन्यत्र सरकारी क्वार्टर्स :
आबंटित किया गया है, यदि हो तो उसका विवरण दें
Whether your Spouse has been allotted
Govt. Quarters elsewhere.
If so, the details thereof
11. परिवार के सदस्यों का विवरण- स्वयं सहित
Details of the members of family including self:

Sl No.	Name	Age	Relationship	Profession If any,	Whether dependent or not
1.					
2.					
3.					
4.					
5.					
6.					

12. क्या अधिकारी को सरकारी आवास से पहले :
रोका गया है, यदि हों तो अवधि बताएं
Whether the officer is debarred from
Govt. accommodation, if so,
state the period
13. पसंदीदा विकल्प, यदि कोई हो :
Preferred choice, if any

14. क्या नियमानुसार कोई भी अनुकूल आबंटन स्वीकार्य है :
(पंसदीदा विकल्प के अलावा)
Whether willing to accept any allotment
As per rules (other than preferred choice)
15. आवेदक का स्थानीय स्वयं के मकान, फ्लोर इत्यादि :
का विवरण, यदि कोई हो।
Details of Own house, floor, etc. of the
applicant in local, if any.
16. स्थायी/गृहनगर का पता :
Permanent / Home Town address

37

घोषणा / DECLARATION

मैं समय समय पर यथासंशोधित या संबंधित आबंटन नियम और सरकारी आवास के आबंटन नियम, संस्थान की प्रक्रिया की शर्तों के पालन हेतु सहमत हूँ।

I agree to abide by the Allotment of Government Residences Rules, SOP of the Institute as amended from time to time or relevant allotment rules as applicable.

मुझे पात्र टाइप के आबंटित आवास को स्वीकार न करने या गलत सूचना देने, उपभाडे में उठाने और प्रांगण के गलत इस्तेमाल के लिए लगाये गये दंड की जानकारी है।

I am aware of the penalties, which can be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type or furnishing of false information, subletting / misuse of the premises.

मैं वचन देता हूँ/देती हूँ कि मैं विभागाध्यक्ष के लिखित पूर्वअनुमोदन के अपने आवास का सम्पूर्ण या आंशिक भाग उपभाडे में नहीं उठाऊँगा/उठाऊँगी। जब मुझे आवास की आवश्यकता नहीं होगी या जब मुझे इसकी पात्रता से रोका जाएगा तो उसको खाली करके उसका कब्जा सीमाशुल्क/केन्द्रीय उत्पादशुल्क विभाग को सौंपना मेरी जिम्मेदारी होगी और जब तक खाली करके कब्जा नहीं दिया जाएगा तब तक आवास का किराया और अन्य भाडा मुझसे वसूल किया जाएगा।

I undertake not to sublet the residence wholly or in part without the prior approval in writing of the Head of the Department. When the residence is no longer required by me or I cease to be entitled to it, I shall be responsible for handing over its vacant possession to the Customs / Central Excise etc., department and until such vacant possession is delivered, rent and other charges in respect of this residence shall be recoverable from me.

मैं आगे घोषणा करता/करती हूँ कि मैं और मेरी पत्नी या पति / बच्चे मेरी तैनाती के स्थान पर या उसके पास के किसी आवास स्थान का स्वामित्व नहीं है।

I further declare that neither I nor my Spouse / Children owns a house at or nearer the station of my posting.

तारीख Date_____

हस्ताक्षर Signature_____

(209) (36)

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION : GWALIOR
(DEEMED UNIVERSITY)

No. 212/old/529

OFFICE ORDER

Dated : 10.12.2007

Sub: Standing operating procedure regarding allotment of residential accommodation, its terms and conditions, recovery of licence fees and maintenance of records.

1. Circular calling for applications for the year i.e. calendar year for which the eligibility list is to be prepared is to be issued by A.R.(Admn)/D.R.(PHR) by 15th October of the previous year calling for applications by 15th November of the previous year.
2. On receipt of applications an eligibility list in order of priority date as per House Allotment Rules to be prepared by 15th December and displayed.
3. An individual joining the Institute who was not in the Institutes service on 15th October of previous year to apply in case he desires for allotment within one month of his joining the services of Institute for purpose of house allotment.
4. The Admn. Section shall determine the priority date and place him in the eligibility list according to his priority date and notify such inclusions. In case the application is made after a period of one month he shall be placed at the bottom of the invited type eligibility list for the year.
5. The eligibility list after preparation by Admn. Section would be scrutinized 100% by concerned DR/AR for its correctness and test checked to extent of 25 percent by Registrar before submitting to Vice Chancellor for its acceptance.
6. The Vice Chancellor would exercise checks he determines necessary before finally approving the eligibility list.
7. All new additions as envisaged at para against item no. 3 of this office order to be cent percent checked by concerned Dy. Registrar/Assistant Registrar and then checked by Registrar before submission to Vice Chancellor who shall satisfy himself for approving the inclusion.
8. Deputy Registrar (Estate) shall submit to the Administration Section monthly list of vacant quarters (type-wise with living area) by 5th of the month with a certificate that quarters are ready to be handed over.
9. The administration will then according to the eligibility propose house allotment which maybe approved by Vice Chancellor on recommendations by the Registrar.
10. The eligibility list lapses on 31st December of the year.
11. The Vice Chancellor's approval or orders in the matter shall be executed by the Administration Section and the office orders for allotment of Residential Accommodation shall be issued on the following terms and conditions:-

208

35

- (a) The allotment will be governed by normal rules for allotment of residential accommodation.
- (b) The quarter No.....is a type.....with living area offor which licence fee @ Rs.....(normal)/Rs.....(enhanced) per month shall be payable from the allottee as applicable at present.
- (c) The payment of licence fee shall be subject to revision from time to time.
- (d) The water charges as applicable from time to time shall be payable to the Institute.
- (e) Electricity connection will be obtained by the allottee himself in his name.
- (f) No addition or alternation to the building or sanitary installation shall be carried out without obtaining prior approval in writing from the Competent Authority of the Institute.
- (g) The expenditure incurred on addition in accordance with (f) above shall be borne by the allottee and he shall not be entitled to claim whatsoever, at the time of vacating the said premises and all such additions or alterations shall belong to the institute.
- (h) The allottee shall make good any damage caused to the premises except normal wear and tear. The decision of the Institute on the question whether damage is caused to the premises and if so the quantum of compensation payable on this account, shall be final and binding on the allottee.
- (i) The premises shall be used for residential purposes only and for no other purposes. He shall not permit the premises or any part there of being used by any other person for any purpose whatsoever without prior written approval of the Institute.
- (j) In the event of cancellation of allotment for any reason whatsoever, the allottee shall handover the vacant possession of the premises to the Institute in as good as condition as they were at the time of taking over of possession except normal wear and tear.
- 4 (k) The allottee shall submit the acceptance of the allotment within 3 days of issue of allotment letter and take possession of the residence within 8 days of allotment letter. If he fails to fulfill any of these requirements, his allotment shall be cancelled and residence will be allotted to other employees in the waiting list, if any, on priority date basis.
- (l) The allotment shall be effective from the date of acceptance by him.
- (m) The licence fee will commence from the date of occupation or the 8th day from the date of receipt of allotment letter, whichever is earlier.
- (n) The allottee is required to submit his acceptance to the term and conditions of the allotment in writing within 3 days from the date of issue of this office order and take possession of the allotted house within 8 days from the Estate Section.
- 1 (o) In case the possession is not taken after acceptance within 8 days from the receipt of allotment letter, licence fee will be charged for 12 days and HRA will also not be allowed for that period. ✓
- 12. Based on the occupation/non-occupation report, appropriate office order with regard to recovery of licence fee and water charges or disqualifying the

- application for further allotment, as the case may be, shall be issued by the Administration Section.
13. The Accounts Section shall effect the recoveries based on the office orders issued as above and issue Schedule of recoveries made to the Estate Section per month.
 14. On the basis of Schedules, the Estate Section shall maintain broadsheets for individual quarters, which shall be got tallied with the figures of Account Section and reconcile the differences, if any.
 15. An official in the possession of official accommodation may surrender the allotment by giving a one month written intimation to the Administration.
 16. The Administration Section would accordingly issue an office order and the Estate Section shall take possession of the vacant quarter along with furniture and fixtures with reference to original handing over report and report the vacancy, handing over along with shortages (with cost) to Administration Section which would then issue office order for stopping recovery of license fee and water and for recovery of the shortages reported.
 17. Similar process as above would be applicable incase of officials retiring, transferred etc. wherein normal date of vacation would be the date of relief/retirement, etc. unless extension has been granted by the competent authority. In such cases the Administration Section will issue office orders to be implemented by Estate Section.
 18. The Estate Section would notify earmarked quarters for Registrar and Finance Officer as per decision taken at the 36th meeting of Board of Management. In case these quarters are vacant for some reason, conditional allotment can be made subject to quarter being vacated with a 45 day notice.
 19. The Vice Chancellor can direct change of accommodation in case of official requirement which would be binding upon the allottee with a 30 day notice.
 20. The Vice Chancellor on the recommendations of Housing Committee (to be constituted by the Vice Chancellor) comprising of Registrar, One member of the rank of Professor and Dy.Registrar/Assistant Registrar Incharge Estate as Member Secretary may cancel the allotment on grounds of indiscipline by any allottee or his family member.
 21. The compliance of above provisions shall be ensured by all concerned.

(Authority Vice Chancellor's approval dated 1st Dec. 2007)

Encl.: As above.

Dr. L.N. Sarkar
10/12/07
(Dr.L.N.Sarkar)
Registrar

Copy to:-

- VC Secretariat
- Registrar Secretariat
- Finance Officer
- DR (Estate)
- DR (Admn.)
- AR (Admn.)

206

33

VACATION REPORT

FORMAT OF OCCUPATION REPORT/TO BE GIVEN BY ESTATE SECTION
TO ADMINISTRATION SECTION

Shri has *handed over*
(Name) (Designation)

Taken over on
(Quarter Details) (Date)

in compliance to and
(Office Order No.) (Date)

with furniture and fixture as per enclosed list –

Charge of Quarter
Handed Over

Charge of Quarter
Taken Over

Counter Signature of
Section Head