

GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE DEPUTY DIRECTOR ESTATES KASHMIR

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Notice

All the out stationed Non-Move employees who are availing boarding / lodging facilities in the JKTDC / Private Hotels hired by the Estates Department at Srinagar and intend to continue the facility during Summer Session 2025 (May- 2025 to October-2025) are informed to submit "**Form of Application**" afresh for continuation of the accommodation. The Form of Application can be obtained from the Office of the Deputy Director Estates, Kashmir w.e.f 05/04/2025 and shall also be available at Estates hired hotels / guest houses and on departmental website.

"**Form of Application**" complete in every respect should reach this office within a period of **Fifteen (15)** days from the date of issuance of this Notice, failing which the extension to allotment for Summer Session shall not be granted.

No. DDES/ JKTDC/PH/2025/1411-15
Dated:-05/04/2025.


Deputy Director Estates
Kashmir, Srinagar .

Copy to the:-

1. Director Estates, Kashmir for favour of information.
2. Jt. Director Information Kashmir, with the request to kindly publish the said notice in two leading dailies of Kashmir Division.
3. General Manager, JKTDC Srinagar for information.
4. All Private hoteliers (presently in hiring with Estates department) for information and necessary action.
5. Incharge website Estates Department for uploading the "**Form of Application**" on the departmental website.

Application No.....

Dated.....

Form of application for allotment/extension of hotel accommodation for the out stationed employees for Summer Session 2025 (May-2025 to October-2025).

1. Name of Employee: _____.
2. Parentage: _____.
3. Permanent address: _____ Village: _____
Tehsil _____ District: _____
Police Station _____ Pin code: _____
(copy of valid proof of address.Aadhar / Driving license/passport to be enclosed).
4. Whether copy of Departmental ID card enclosed: **Yes/No.**
5. Valid Mobile No. linked with CPIS / PFMS : _____.
6. Department _____.
7. Name of Office: _____.
8. Designation: _____.
9. Place of Posting: _____.
10. CPIS No. / PFMS No. _____ (copy of the CPIS / PFMS Form to be enclosed).
11. Cadre: UT/Divisional/District: _____.
12. Whether employees belongs to PM's Package: _____.
13. Date of Birth as per Service Book/Matriculation Certificate: _____.
14. Date of Appointment as per service book _____.
15. Date of Retirement: _____.
16. Hotel preferred : _____.
17. Authentic/Admitted signatures of Applicant: _____.

Affix latest
Photograph here
attested by DDO

Signature of applicant/employee

Forwarded in original to Deputy Director Estates, Kashmir for further necessary action

Certified that the above mentioned information is correct as per the records of this office. The officer/ official is recommended for allotment of hotel accommodation from May, 2025 to October, 2025 The deduction on account of HRA/catering charges shall be governed by J&K Finance Department O.M No. A/1(92)-513, dated: 25-06-1999 read with circular No. A/56(2014)-155, dated. 11-02-2021 and Govt. Order No. 1376-GAD of 1998, dated. 23-10-1998. In case of transfer/retirement or quitting of service of the Officer/Official, the Department shall be informed forthwith.

No.
Dated.

Seal/Signature of
Drawing & Disbursing Officer
Name:
Phone No:

(For Office Use)

All the documents enclosed with the Application Form have been verified and the Application Form has been entered in the relevant register/ records.

Checked by.

Verified by Dealing Assistant.

Copy forwarded to Hotel/guest house _____ for accommodating the above named Officer/Official with the request that the copy of valid Govt. approved ID proof viz. Aadhar Card/Voter card/ Driving license/Passport of the Officer/Official along with Departmental identity card may please be obtained during check in entry. The same may be placed/preserved in records for the purpose of security reason /physical verification to be conducted by the Estates Department from time to time. If any discrepancy found in any document, the same shall be brought immediately to the notice of the office of Deputy Director Estates Kashmir. Further, hoteliers shall furnish a categorical certificate on the Attendance sheet under their seal / signature that the signatures obtained from the allottees on the attendance sheet stand verified with the authentic / admitted signatures of the allottees that has been put by them on "**Form of Application**".

No.
Dated.

Signature of
I/C Private Hotel Accommodation
(with dated initials)

Annexure "A" with Form of Application for allotment of hotel/extension of hotel accommodation for out stationed employees for Winter session (May-2025 to October-2025).

(Undertaking)

I, Sh./Smt./_____ do hereby undertake as under:-
S/o., D/o, W/o., _____ (Department) _____
R/o. _____ (Designation) _____

1. That I or my spouse or any family members have no residential house in Srinagar District.
2. That I shall intimate Deputy Director Estates, Kashmir, Srinagar in writing immediately at the time of:
 - a. Vacation of hotel accommodation.
 - b. Transfer.
 - c. Retirement.
 - d. Quitting of service.
3. That in case I will not inform the Estates Department at the time of vacation of my accommodation/transfer from District Srinagar/retirement/quitting of service, the department reserves the right to recover catering charges from me in addition to any undue benefit taken by hotelier because of my irresponsibility.
4. That if I fail to intimate the department on time, I have no objection if the department shall count the date of receipt of the intimation letter as actual date of vacation for the purpose of recovery of catering charges and recovery of undue amount of the hotelier if overlooked by the department due to my non information.
5. That I will utilize the accommodation for my bonafide purpose only and not sublet it.
6. That I will mark attendance regularly for the days I actually avail the arrangement of mess facility.
7. That I will intimate the department regarding the leave availed by me at any time so that the department can deduct the quantum of leave days in catering bills at the time of release of payment.
8. That for genuine billing and release of due payment i will provide a valid mobile no. so that the verification Committee constituted by the department for verification of boarding/ lodging bills can get feedback regarding the mess facilities/ actual mess days availed.
9. That I will provide a copy of valid Govt. ID proof in the shape of Aadhar Card/Voter ID Card/Driving License/Passport to the hotelier where I will be accommodated by the Department at the time of "check in entry".
10. That the signatures I have put on the Form of Application/ undertaking be taken as authentic/ admitted signatures on the Attendance sheet required to be produced by the hoteliers with catering bills at the time of release of payment.
11. That if the Estates Department shall allot the hotel accommodation to me and I will not avail the accommodation due to my personal reason, it is my own responsibility to intimate the department immediately for cancellation of the same.

Signature of applicant.

Dated. _____

Contact No. _____