



Government of Jammu and Kashmir
Estates Department, Civil Secretariat

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Subject: - Allotment of residential accommodation at Srinagar in favour of Moving officers/Officials (Summer Session-2016)

Circular No: - 02-DE of 2016

Dated: - 08-02-2016

In order to provide the residential/hotel accommodation at Srinagar for Summer session 2016 (May 2016 to October 2016) all Financial Commissioners /Principal Secretaries/Commissioners/ Secretaries to Government/Head of Departments, whose Officers/Officials are likely to move to Srinagar in April- 2016 are informed that:-

- (i) The Estates Department is inviting application forms for providing of residential/hotel accommodation to the employees at Srinagar who are moving/likely to move with annual Darbar move 2016 (Summer).
- (ii) The requests/application forms (as per enclosed proforma) filled in and duly authenticated by the DDO of the concerned Department should reach Estates Department by or before 1st of March 2016.
- (iii) The concerned DDO shall furnish the application forms of all the employees of the Department alongwith attestation of entries under a covering letter stating therein the number and brief particulars of all applicants.
- (iv) The Estates Department will not entertain any individual request/s.

Matter may be treated as Most Urgent.

Sd/-

Director Estates

Dated: 08-02-2016

NO:-Est/Allot/MS/01/2010/Circular

Copy to the:

1. Director General IMPA/Chairman Bureau of Public Enterprises.
2. Financial Commissioner/Principal Secretary/Commissioner/Secretary to Government _____ Department.
3. Head of the Department _____
4. Secretary, J&K Legislative Assembly/Council/Public Service Commission/SSRB.
5. Circular file/ Stock file.

(Shafiq Ahmad Wani)
Assistant Director Estates

**Proforma for Allotment of Residential/Hotel Accommodation at Srinagar Darbar-
Move (Summer-2016)**

1.	Name of the applicant		Space for photograph (Photograph should be attested by DDO/HOD)
2.	Parentage		
3.	Gender, Male/Female		
4.	Permanent Address		
5.	Designation		
6.	Parent Department (Please Specify) whether Govt. Deptt/Corporation /Autonomous Body		
7.	Gazetted/ Non-Gazetted		
8.	Scale of pay with Grade		
9.	Date/Designation of 1 st appointment		
10.	Date of promotion to present Grade/designation.		
11.	Date since working in move office.		
12.	Whether Secretariat/Non Secretariat		
13.	PID No (In case of Police Personnel)/ Attachment with		
14.	Date of Birth		
15.	Date of Retirement		
16.	Nature of Service Permanent/ Adhoc/ Contractual/Casual.		
17.	Nature of posting ; Sustentative/Deputation/Attachment		
18.	Last year accommodation, Hotel/Quarter/Private House/Fresh (Specify details).		
19.	Whether having residential house in Srinagar in his/her own name or in the any family members (Provide details).		
20.	Whether receiving HRA		
21.	Contact No.		

I state and undertake that the above mentioned details are true to the best of my knowledge and belief and nothing has been concealed. In case any information given by me is found incorrect, I shall be liable to pay rent as per the market rates with 100% penalty and shall also be liable for action under rules on the subject.

Date of submission of application:-

Signature of the Applicant

I _____ posted as _____ do hereby certify that the information given above by the applicant has been checked and verified by me as per applicant's service record and is correct.

DDO/Head of the Department
(Seal and Signature)