



Government of Jammu and Kashmir
Estates Department Civil Secretariat
Srinagar

Subject:- Allotment of residential accommodation at Jammu for Winter Session 2016- 2017 in favour of Moving officers/officials.

CIRCULAR No. 84 - DE of 2016.
Dated 19 - 08-2016

In order to assess the residential accommodation requirement at Jammu for Winter Season 2016-2017 (November 2016 to April 2017), all Financial Commissioners/Principal Secretaries/Commissioner/Secretaries to Government/Head of Departments whose Officers/Officials are likely to move to Jammu in November 2016 are requested to send information (Separately in respect of Gazetted & Non-Gazetted Staff including Class-IV employees and their equivalents) as per proforma (Copy enclosed). The requisite information shall be furnished to this Department latest by 15th September, 2016. The prescribed proforma shall be completed in all respects and must be accompanied with photo identity proof duly authenticated by the Head of the Department/DDO, after verifying service record of each official as per foot note given in the proforma. As regards employees having no Government residential accommodation at Jammu their names be furnished separately indicating the year of move. In case of non submission of the requisite information within the stipulated period of time, the Estates Department shall not entertain any request whatsoever made subsequently, for allotment of residential accommodation at Jammu. All concerned Departments are therefore requested to furnish the requisite information within the stipulated period of time i.e. by 15th of September, 2016.

Sd/-

Director Estates, J&K

Dated: 19-08-2015

No:- Est/Allot/Circular/80 /2015/Move

- 1 All Financial Commissioners/Principal Secretaries/Commissioner/Secretaries to Government _____ Department.
- 2 All Head of the Departments _____.
- 3 Secretary, J&K Legislative Assembly/Council/Public Service Commission/SSRB.
- 4 Circular file/Stock file.

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19.08.2016
(Syed Farooq Ahmad)
Assistant Director Estates.

Performa for Allotment of Residential/Hotel Accommodation at Jammu during Winter session-2016-17

1.	Name of Officer/Official	Space for Photograph.
2.	Parentage	
3.	Gender, Male/Female	
4.	Designation and Department	
5.	Previous place of posting	
6.	Permanent Address.	
7.	Whether having Residential house in Jammu/Srinagar in his/her own name or in the name of any family members.	
8.	Whether having government accommodation on the name of his/her spouse	
9.	Gazetted/Non-Gazetted	
10.	Whether Secretariat/Non-Secretariat	
11.	Present Grade and Basis pay	
12.	PID NO. (In case of police personnel)/Attachment with	
13.	Date of Birth	
14.	Date of retirement.	
15.	Length of service	
16.	Nature of Service Permanent/Adhoc/contractual.	
17.	Last year Accommodation Hotel/Quarter/Private House/Fresh.	
18.	Whether accommodation is required at Jammu. Yes/No.	
19.	Whether receiving HRA	
20.	Contact No.	

I hereby certify on oath that the above given information is correct to the best of my knowledge, if any information given above is found incorrect, the Department will be within its right to issue any notice and I shall be liable to pay rent as per market rate with 100% penalty.

Signature of Officer/Official

Forwarded to the Directorate of Estates for further necessary action.

CERTIFICATE OF THE HEAD OF DEPARTMENT/DDO.

It is hereby certified that the information given in the above statement has been verified with reference to the Service Book and other records and found correct. In case of wrong submission/authentication of information given above, I shall be liable to pay rent dues of the said officer/official alongwith 100% penalty.

**Signature of Head of the Department/
Drawing and Disbursing Officer.**

Total No. Of Employees:

- 1) Gazetted_____
- 2) Non-gazetted_____
- 3) Class-IV_____

- 1) No. Of employees without Accommodation_____
- 2) No. Of employees having accommodation_____