

Government of Jammu and Kashmir
Estates Department, Civil Secretariat,
J&K Jammu

Subject: Allotment of residential accommodation in favour of Officers/Officials moving to Srinagar in connection with Annual Darbar Move-2021 (Summer Session May - October).

CIRCULAR NO: 01 - DE OF 2021

DATED: 08 - 02 - 2021

In order to assess the actual requirement of residential accommodation at Srinagar in favour of various dignitaries, officers/officials for summer session 2021 (i.e from May 2021 upto ending October 2021), all Financial Commissioners/Principal Secretaries/Commissioner Secretaries/Secretaries to Government/Head of the Departments are requested to kindly furnish the information/applications in respect of various dignitaries, officers/officials who are likely to move to Srinagar in May, 2021 in their respective departments as per enclosed proforma. The requisite information should reach this department **by or before 10th of March, 2021**, as per the prescribed proforma complete in all respects, endorsed by concerned DDOs and shall be appended with a copy of identity card of each officer/official.

In case of non-submission of the requisite information, within the prescribed period of time, Estates Department shall not entertain any request whatsoever is made, subsequently for allotment of residential accommodation at Srinagar.

All Heads of Departments/Drawing and Disbursing Officers are requested to ensure strict adherence to the orders of the General Administration Department on account of carrying of staff and other formalities while forwarding the application forms of the employees to the Estates Department for allotment of Government accommodation/private house/rooms in private hotel at Srinagar.

The proforma is also available on our website (**i.e.www.jkestates.nic.in**).

Sd/-

Director Estates, J&K

No: Est/Allot/Circular/80/2017-Move

Dated: 08-02-2021

Copy to the:-

1. All Financial Commissioners/Principal Secretaries/Commissioner/Secretaries/Secretaries to Govt, _____ Department.
2. Director, Information & Public Relations, J&K with the request to get the same published in, at least two leading daily newspapers of J&K.
3. All Heads of the Departments _____.
4. Secretary, J&K Legislative Assembly/ Public Service Commission/ JKSSB/BOPEE.
5. Private Secretary to Commissioner/Secretary to Government, Estates Department.
6. Private Secretary to Director Estates, J&K.
5. I/c website Estates/General Administration Department for uploading the same.
6. Circular/Stock file.

(Kewal Krishan Sharma)KAS
Assistant Director Estates

08-02-21
Sd/-
Sd/-
Sd/-

Proforma for allotment of Residential Accommodation/Hotel Accommodation at Srinagar for Darbar Move 2021 (Summer Session)

1.	Name of the applicant/employee	Space for Photograph
2.	Employee's CPIS	
3.	Parentage	
4.	Permanent Address	
5.	Gender, Male/Female	
6.	Designation & Department	
7.	Present place of posting	
8.	Parent Department in Secretariat, if not part of Secretariat, then details of HOD	
9.	Office Address	
10.	If working in Corporate Autonomous Body/Elsewhere specify	
11.	Nature of Service:- Substantive/Adhoc/Contractual	
12.	Whether having Residential house in Jammu in his/her own name or in the name of any family member(s)	
13.	Whether having residential house in Srinagar in his/her own name or in the name of any family member(s)	
14.	Whether having Government accommodation in the name of his /her spouse (please specify)	
15.	Gazetted/Non-Gazetted	
16.	Scale of pay (pay level)	
17.	Date since working in Move office	
18.	PID No. (In case of police personnel)/Attachment with	
19.	Date of Birth	
20.	Date of retirement	
21.	Length of Service	
22.	Last year's Accommodation, whether Government Quarter/Hotel/Private House (Order Copy in case of Fresh/Change at Srinagar)	
23.	Whether accommodation is required at Srinagar (Yes/No)	
24.	Whether receiving HRA (Yes/No)	
25.	Contact No.	

Declaration:-

I do hereby solemnly affirm and declare that all information and particulars furnished hereby are true and correct to the best of my knowledge and nothing has been concealed therein. In case any information be found incorrect, the Department will be within its rights to issue any notice and I shall be liable to pay rent as per market rate with 100% penalty.

Signature of the Officer/Official

It is hereby certified that the information filed in by _____ posted as _____ in the above proforma 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 fully liable/responsible for the same. It is also certified that the officer/official is not attached in this Department.

DDO/Head of the Department
Seal and Signature

Name

Total No. of Employees:

1. Gazetted _____.
2. Non-Gazetted _____.
3. Class-IV _____.
4. No. of Gazetted employees without accommodation _____.
5. No. of Non-Gazetted employees without Accommodation _____.
6. No. of Class-IV employees without Accommodation _____.