

(4)

Time-Bound

No. 5/5/Hostel-08  
Government of India  
Directorate of Estates  
(Hostel Section)

New Delhi, the 29<sup>th</sup> July, 2013

OFFICE MEMORANDUM

Subject:- Introduction of automated system in the allotment of Servant Quarters/garages for allottees of Curzon Road Hostel, K.G.Marg, New Delhi.

\*\*\*\*\*

With a view to provide for choices of the allotment of Servant Qtrs/garages to the eligible applicants of Curzon Road Hostel, it has been decided to introduce automated system of allotment w.e.f 01.08.2013.

For this purpose only online applications for allotment of Servant Quarters/Garages will be accepted henceforth. On receipt of the filled up application duly forwarded by the controlling office of the applicant, his/her request for allotment of Servant Quarter/Garage will be wait listed.

All the existing and new applicants for Servant Quarter/Garage will have to indicate their choices from the vacancies on offer.

All the Servant Quarters/garages falling vacant up to the last day of a month, would be displayed on the website of the Directorates of Estates (estates.nic.in) for allotment during the coming month. The applicant will have to choose/prefer Servant Qtrs/garages of their choice during 1<sup>st</sup> to 9<sup>th</sup> of the month and allotment will be made on 10<sup>th</sup> of the month. During 1<sup>st</sup> to 9<sup>th</sup> of the month, an applicant can revise/modify his/her choices as and when required.

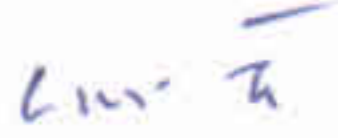
Only those applicants will be considered for allotment on 10<sup>th</sup> of the each month who have submitted their choices online during 1<sup>st</sup> to 9<sup>th</sup> of the month.

An applicant will have to accept the allotment of a Servant Qtrs/garage of his /her choice failing which he/she will be debarred for a period 3 months.

Contd.....

A particular Servant Quarters/garage choosen/preferred by an applicant will be allotted to him/her if he/she happens to be the senior most applicant for the particular Servant Quarters/garage. After the allotment, acceptance form duly forwarded by the concerned office as per the enclosed Annexure may be sent to Hostel Section for acceptance of the Servant Quarters/garages.

All the existing and new applicants are also requested to furnish their e-mail ID and mobile number to the Directorate of Estates urgently, to enable the Directorate of Estates to activate their account, however, those who have already got their accounts activated need not send e-mail ID and mobile number.

  
(Daya Nand)  
Deputy Director(O&M)

To

1. The Ministries/Departments of Government of India (As per list).
2. All Officers/Sections in the Directorate of Estates.
3. Director(Technical), NIC, Nirman Bhavan, New Delhi w.r.t.their letter No. NIC/DOE/14/2013 dt.18.7.2013
4. DD(Computer) for hosting the copy of the O.M. on the Directorate's website.

No. 05/05/2008-Hostel  
Government of India  
Directorate of Estates  
(Hostel Section)

Nirman Bhavan, New Delhi.

To,

Shri/Smt./Ms.  
House No.-  
Curzon Road Hostel, K.G.Marg,  
New Delhi.

Sub:- Offer of allotment Servant Quarter.

Sir,

I am directed to inform you that you are allotted the following Servant Qtr. as per prescribed licence fee :-

Area	Servant Qtrs No.	In lieu of Servant Qtrs.
Curzon Road		

- (A) Details of the Servant/family alongwith Photo(as per proforma)/duly Certified/Verified by local S.H.O.
- (B) Recovery of licence fees PAO/DDO w.e.f date of allotment of House to-till date.

3. You would submit the acceptance within 8 days forwarded through Admn. Authority from the date of issue of this letter to enable you to take the possession of the allotted garage from the CPWD Enquiry office concerned. You are advised to obtain in a occupation authority slip from this Directorate. In case of failure to take possession of the Servant Qtrs/Garage within the time specified above, the allotment will be treated as cancelled and you will not be considered for another/charge of garage for a period of three months.

Yours faithfully,

(Roop Lal)  
Asst. Director(Hostel)

PROFORMA FOR ACCEPTANCE OF OFFER OF ALLOTMENT FOR SERVANT QUARTERS.  
(In duplicate)

LATEST  
PHOTOGRAPH  
OF SERVANT  
WITH  
DEPENDANT  
(S).

Name of Servant :-----  
ALIAS (If any)

DATE OF BIRTH :-----

VISIBLE IDENTIFICATION MARKS :-----

SON/DAUGHTER OF :-----

SPOUSE'S NAME :-----  
OCCUPATION

NAME OF EMPLOYER(IF ANY) :-----

PERMANENT ADDRESS

DEPENDANT(S)	RELATION	AGE	OCCUPATION

(SIGNATURE OF SERVANT)

SERVANT QUARTER No. -----

NAME OF GOVT. SERVANT TO WHOM ALLOTTED -----

FLAT No. -----

OFFICE ADDRESS -----  
-----  
-----

**CERTIFICATE**

I, (NAME)-----Resident of flat No.-----hereby certify that the servant Qr. Shall be given for the exclusive use of my personal servant and that the details as above are correct & verified by the concerned Police Station. I, further undertaken to ensure that no individual is allowed to stay in the said Servant Qtrs.

(Applicant)

Endorsement No.....Name of the Deptt..... dated.....  
Forwarded to Directorate that the all the above facts are correct and varified.

Signature Admn. Officer  
Ministry/Department  
Seal

No. 05/05/2008-Hostel  
Government of India  
Directorate of Estates  
(Hostel Section)

Nirman Bhavan, New Delhi.

To,

Shri/Smt./Ms.  
Qtr. No.-  
New Delhi

Sub:- Offer of Garage allotment.

Sir,

I am directed to inform you that as per allotment provision of garage (GP) Rule 1984, you are allotted garage Number as per particulars given below:-

Area	Garage Number	Garage in lieu of
Curzon Road		

2. If the allotment is accepted, You would submit the Acceptance Form within 8 days alongwith the following documents between 10.00AM to 12.30 PM to the undersigned :-

- (A) Copy of the R.C/Registration Number/Driving license copy.  
(B) Confirmation of recovery of licence fees through PAO/DDO w.e.f date of allotment of House to till date.

3. You would submit the acceptance within 8 days forwarded through Admn. Authority from the date of issue of this letter to enable you to take the possession of the allotted garage from the CPWD concerned Enquiry office concerned. You are advised to obtain in a occupation authority slip from this Directorate. In case of failure to take possession of the garage within the time specified above, the allotment will be treated as cancelled and you will not be considered for another/charge of garage for a period of three months.

Yours faithfully,

(Roop Lal)

Asst. Director (Hostel)

सं. 05 / 05 / 2008 - हॉस्टल

भारत सरकार  
सम्पदा निदेशालय  
हॉस्टल अनुभाग

सी-422, निर्माण भवन  
नई दिल्ली ।

दिनांक.....

श्री / सुश्री.....

आवास सं०-

कर्जन रोड हॉस्टल, कस्तुरबा गॉंधी मार्ग,  
नई दिल्ली ।

विषय :- सर्वेन्ट क्वार्टर आबंटन का प्रस्ताव ।

महोदय,

आपके द्वारा सर्वेन्ट क्वार्टर के आबंटन के आवेदन के संदर्भ में मैं अद्योहस्ताक्षरी द्वारा आपको सूचित किया जाता है कि आपके केवल धरेलु सर्वेन्ट के प्रयोग हेतु सामान्य पूल से निम्नलिखित सर्वेन्ट क्वार्टर आबंटित किया जाता है :-

इलाका	सर्वेन्ट क्वार्टर सं.	सर्वेन्ट क्वार्टर के बदले
कर्जन रोड		

2. यदि सर्वेन्ट क्वार्टर का आबंटन स्वीकार्य है, तो कृपया प्रशासनिक प्राधिकारी के माध्यम से आठ दिन के भीतर स्वीकृति पत्र प्रस्तुत करें । स्वीकृति के साथ कृपया निम्नलिखित भी प्रस्तुत / निर्दिष्ट करें ।

क. सर्वेन्ट/नौकर के परिवार का पूरा ब्यौरा फोटो सहित ( प्रपत्र संलग्न / लोकल पुलिस स्टेशन थाना प्रभारी द्वारा सत्यापित )

ख. दिनांक..... से .....तक लेखा अधिकारी / डीडीओ के माध्यम से लाइसेंस फी वसूली की पुष्टि ।

3. यदि आबंटन स्वीकार्य है तो आप स्वयं अथवा अपने प्राधिकृत सरकारी प्रतिनिधि को भेज कर प्रातः 10 :00 बजे से 12:30 के बीच अद्योहस्ताक्षरी से अथॉरिटी स्लिप प्राप्त कर लें और अथॉरिटी स्लिप में उल्लिखित तारीख तक संबंधित सीपीडब्ल्यू डी इन्क्वायरी आफिस से सर्वेन्ट क्वार्टर का कब्जा ले लें । यदि आप निर्धारित अवधि के बीच सर्वेन्ट क्वार्टर / गैराज का कब्जा लेने में असमर्थ रहते हैं तो इस आबंटन को रद्द मान लिया जाएगा और तीन माह तक सर्वेन्ट क्वार्टर/गैराज लेने अथवा बदली हेतु विचार नहीं किया जाएगा ।

भवदीय

सम्पदा सहायक निदेशक