**Application for allotment of Residential Accommodation**

1. Name of the Applicant ( In block Letters) :

2. Designation :

3. SL. No & Page No. as Per Estt. List :

4. Section in which working & Name of the Office :

5. Date of Superannuation :

6. Do you or your spouse/dependent children own a house

 Or have share in HUF/Joint property house within the

 Municipal limits of Hyd/Sec’bad/Urban agglomeration

 Of Hyderabad/Secunderabad.

7. Category **SC/ST/ GEN**  :

8. Whether HBA has been sanctioned and if so the date of :

 Sanction and stage of completion of the house. If owns

 A house, details of house and address.

9. Date from which continuously employed in Central Govt.

 Including the foreign Services, if any :

10. (a) Scale of pay of the post :

 (b) Emoluments as on :

Basic Pay Grade Pay Deputation Duty Allowance Total

 (Rs) (Rs) (Rs) (Rs)

 (c) Date from which the above emoluments are drawn :

(d) Date of next increment :

11. (a ) Type of Accommodation which is entitled with

 Reference to 10(b) above :

 (b) Applying for **Regular/Step Up/Step Down** :

12. Whether spouse or any family members is employed in State

 Central Govt. Depts./Undertaking/Local bodies etc, if so, full

 Particulars of employment and the full address of the Drawing

Officer be furnished :

13. Whether already in occupation of residential quarters, the

Quarter No., and Type of the quarter may be indicated. :

14. Particulars of service at Hyderabad (date from which the

Officer/official is continuously working at Hyderabad)

may also be mentioned. :

**DECLARATION**

 I declare that I or my spouse/dependent children do not own a house/ do not have a share in HUF/Joint Property house within the Municipal limits of Hyderabad/Secunderabad.

2. I declare that I or my spouse/dependent children own a house/have a share in HUF/Joint Property house within the Municipal limits of Hyderabad/Secunderabad /Urban agglomeration of Hyderabad/Secunderabad, if so,

 (i) Name of Owner of the house &

 Relationship with the govt. Servant :

 (ii) Locality & House No. :

 (iii) Plinth Area :

 (iv) Share of the Govt. Servant/spouse/dependent

 Children, if held under HUF/Joint Property :

 ( If owning more than one house, separate particulars of each house should be furnished)

3. I agree to adide by the rules for allotment of Govt. Residence under the Administrative control of the Pr.CCIT, AP & Telangana concerning the allotment of residence as amended from time to time.

4. I declare that the particulars furnished above are correct and that the allotment is liable to cancel without prejudice to any other section that may be taken under the rules if the information furnished by me is found correct.

 **Signature of Applicant**

 **Name (In block Letters)**

 **Section & Designation**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

 Phone No:-

**Of official \***

**(To BE FILLED BY THE ADMINISTRATIVE OFFICE)**

 Certified that the facts mentioned by the Officer/Official regarding items above are true to the best of my knowledge and office records.

 **Signature**

 **Concerned Officer:**

 **Designation :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Present Pay Scale** | **Present Basic Pay** | **Date from which present Basic Pay is being drawn** | **Present Grade Pay** | **Date from which present Grade Pay is being drawn.** |
|  |  |  |  |  |
|  |  |  |  |  |

**Signature of the Officer,**

**Name & Designation.**

**---------------------------------------------------------------------------------------------------------------------**

**(**To be filled by Administration Officer)

Certified that the facts mentioned by the officer regarding the above items is correct as per the Service Register/Official records.

 Signature of the Concerned Officer

 Designation……………………………………