

Form "A"
Application form for allotment of Haryana Government Residence
(Haryana Govt. Pool) at Panchkula/Sec.39-B, Chandigarh.

To

The Secretary
House Allotment Committee
Haryana, Chandigarh.

Sub:- Application for the allotment of Haryana Government House General Pool at Panchkula/Sec.39-B, Chandigarh.

Sir,

The undersigned applies for the allotment of _____ Govt. house at Panchkula / Sec.39-B, Chandigarh.

1. Name in Block Letter _____
2. Designation _____
3. Father's/Husband's Name _____
4. a) Date of Birth _____
b) Date of Retirement _____
5. Place of Duty & present address _____
a) Date of continuous posting at Chandigarh/Panchkula _____
b) Official address _____
c) Residential address _____
d) Contact Number (Telephone/Mobile) _____
6. Date of joining into regular Govt. Service _____
a) Basic pay on that day _____
b) Scale of pay _____
c) Designation/Group on that day _____
7. Whether permanent / regular or temporary _____
8. Particulars of the Government house under the occupation of applicant of his/her spouse _____
9. Whether the applicant has applied for any other category house _____
10. Whether the applicant has ever been debarred for allotment of Government residence _____
a) If yes, give details thereof _____
11. Pay on prescribed date _____
a) Basic pay on _____
b) Scale of pay _____
c) Designation and class (Group) on that date _____
12. Present pay / Designation on the date of application _____.
a) Basic pay _____
b) Scale of Pay _____
c) Designation / Group of service _____
13. If the applicant has own house in Chandigarh/Panchkula/Mohali _____

DECLARATION

1. I certify that I have been serving in the office of State Govt. of Haryana or on foreign service, except for periods of leave without pay since _____ (in case there is any break, this may be specified.)
2. I certify that I have not been debarred from allotment of any type of house.
a) If debarred give reasons for debar-ration alongwith the allotment No. _____ dated _____ with which previous house was allotted.
- b) If Government house was surrendered, No. of House, Type of House and Sector with date of vacation may be indicated.
3. I certify that I have not applied for any other type of house.
4. I agree to abide by the Govt. Residences Allotment Rules/Policy framed by Govt./House Allotment Committee and amended from time to time.
5. I certify that my stay in the Government service is continuous from date of entitlement as shown in Col. No. 11. During the said period, my pay was neither decreased due to demotion or any other reason nor demoted from the post.
6. I certify that the particulars given above are true and correct to the best of my knowledge and belief and nothing has been concealed there from. In case the particulars given above are found incorrect, I shall be liable for disciplinary action in addition to cancellation of allotment of my house.
7. I undertake to intimate within 7 days the fact of my retirement / transfer to any other office (Whether eligible or ineligible) failing which I render myself for cancellation of the house under my occupation.
8. No U.T. Administration house at Chandigarh is under my occupation.

Yours faithfully

(Signature of applicant)

Endst.No.

Dated:-

Forwarded in original to the Secretary, House Allotment Committee, Plot No. 1 Sector-33, Chandigarh.

1. (a) It is certified that the particulars mentioned above by the applicant are correct.
(b) That his/her stay as declared in Col. 11 (to be specified) i.e. from _____ making him/her entitled for the allotment of _____ type house as applied for has been verified from his/her service record and is correct.
(c) That he/she has been drawing the basic pay of Rs. _____ from 1.1._____ and has been holding the post of _____+____(Class / Group I/II/III/IV post) from and it was not decreased due to demotion or any other reason at any time since the date of his/her service record and is correct.
2. It is certified that the applicant has not applied for any other type of Govt. residence.
3. It is certified that the applicant has never been debarred for allotment of Govt. residence due to any reasons.
4. It is certified that no U.T. Administration house is under occupation of the applicant.

**Head of Department /
Head of Office with seal**

Note :-The Head of Office should not forward any applicant unless he has satisfied himself about the particulars filled in by the applicant.

PANCHKULA

Type of house	Pay range for entitlement (basic + grade pay) in new pay scale	Basic pay as on
I, Class-III	Up to Rs. 12900/-	On the basis of length of services upto 01.01.2015
I, Class-IV	Up to Rs. 12900/-	01.01.2015 (do)
II	Rs. 12901/- to 17100/-	01.07.2014
III	Rs. 17101/- to 21000/-	01.01.2013
IV	Rs. 21001/- to 37400/-	01.01.2013
V	Rs. 37401/- onwards	01.01.2015

CHANDIGARH

Type of house	Pay range for entitlement (basic + grade pay) in new pay scale	Basic pay as on
I, Class-III	Up to Rs. 12900/-	On the basis of length of services upto 01.01.2014
I, Class-IV	Up to Rs. 12900/-	01.01.2013 (do)
II	Rs. 12901/- to 17100/-	01.07.2014
III	Rs. 17101/- to 21000/-	01.07.2015 (Fresh call)
IV	Rs. 21001 to 37400/-	01.07.2014

FORM "B"
APPLICATION FORM FOR CHANGE OF HOUSE.

To

Secretary,
House Allotment Committee, Haryana
Chandigarh.

Sir,

I request for the change of Government house allotted to me. The detailed particulars of the house in occupation and the house required change are given hereunder:-s

1. Name of allottee .-----
2. Designation:-----
3. Department:-----
4. Father's/Husband's Name:-----
5. Date of Birth:-----
6. Date of Retirement:-----
7. Detail of houses allotted/remained in possession of the allottee as Sr.No.I above since his/her joining at Chandigarh/Panchkula.

Type of House.	House No.& Sector.	Allotment Order No.&Date.	Date of Occupation of House.
a.			
b.			
c.			
d.			
e.			

(Detail of all the house allotted to the applicant/allottee, whether occupied not should be entered above)

8. Type, No. and sector of house in occupation at present-----

(Please attach photo copy of the allotment order and possession certificate of the said house.-----
9. Reasons for asking change of the house-----

10. Whether the request is for a particular type, house number and Sector, if yes give details:-
a) Type of house -----
b) House No.-----Sector-----
c) If the request is not for a particular house, then please give the choice if floor particular type and sector etc .if any.-----

11. Contact No. _____

I certify that the particular given above by me are true and correct to the best of my knowledge and nothing has been concealed therefore. I undertake that in case nay of the particular given above are found incorrect in any manner. I may be held responsible for the same and the request made by me may be considered as withdrawn and I am liable for disciplinary action for the concealment of the facts.

I also certify that the house is in my personal occupation and no part of it has been let out to anyone by me.

Signature of the applicant.

Date-----

(Recommendation of the Head of the Department/Office of the allottee)

Office of the-----

Endst.No.-----

The request of Shri/Smt.----- working in this office as ----- (Designation) and is presently living in Government House No.-----Sector-----as per record of this office is forwarded in original to the Secretary, House Allotment Committee, Haryana Chandigarh. It is certified that the licence fee for the said house is being recovered from his/her regularly and is being deposited with the EE Haryana, PWD B&R Bridge Construction Division Sector-33, Chandigarh and there are no areas of licence fee outstanding against the applicant.

2. The reasons for the Change of the house given by him/her in the application are justified and as such the request of the applicant is recommended.

**Signature of the Head of Office
Department with seal of Office.**

APPLICATION FOR MUTUAL EXCHANGE OF HOUSE

To

The Secretary, House Allotment
Committee, Haryana, Chandigarh

Sir,

We are occupants of the Government houses mentioned below and we want to change houses mutually, permission for which may kindly be accorded,

We fully understand that exchange once allowed will be final and it will not be revoked for any reasons:

Name _____	Name _____
Designation _____	Designation _____
Office Address _____	Office Address _____
Date of Birth _____	Date of Birth _____
Date of Retirement _____	Date of Retirement _____
Type of House _____	Type of House _____
Present House No. _____	Present House No. _____
Sector _____	Sector _____
Full/Half _____	Full/Half _____
Phone No. _____	Phone No. _____

No. and date of allotment letter No. and date of allotment letter is it Ist and 2nd change _____ Is it Ist or 2nd Change _____

It is further certified that there is no case of subletting against us and allotment have not been cancelled due to any reason. Copies of allotment letters/ possession certificates and water / electric bill along with the receipts showing payments made are enclosed.

(Signature of the applicant) Dated:

(Signature of the applicant)

Dated:

Dated:-

Office of _____

Office of _____

Endorsement No.

Endorsement No.

Forwarded to the Secretary, House allotment Committee, Haryana Chandigarh for favour of necessary action. It is certified that neither of them is under order to transfer;

it is further certified that each licence fee from the pay of the applications for the Government residences under their occupation is being deducted.

Sign of Head of Office

Sign of Head of Office

**APPLICATION FORM FOR ALLOTMENT OF TRANSIT FLATS IN SECTOR 12-A/
PANCHKULA**

1. Name of Applicant:
2. Designation:
3. Department:
4. Official Address:
5. Date of continuation posting at Chandigarh / Panchkula:
6. Basic pay on the dated of applicant:
7. Total emoluments:
8. Date of joining into Government service:
9. Date of Birth:
10. Phone No:

SIGNATURE OF APPLICANT

1. I verify that I am Class—Officer of Haryana Government and that the particulars are given below: -
2. I Agree to abide by the rules/instructions of allotment of Transit Fiats.
3. I under take to initiate within 7 days the fact of my transfer to any other officer whether at Chandigarh/ Panchkula or out side failing which I render my self for cancellation of transit flats under my occupation and pay a. penal licence fee at 5 times of fixed Rs 450/-
4. I also under take that I shall vacate the transit fist within one month in case my transfer from Chandigarh / Panchkula or I shall be liable to pay a licence fee at 10 times.

SIGNATURE OF APPLICANT

Endst No.

Dated:

Forwarded in original to the Secretary House Allotment Committee Haryana,, Plot No. 1, Sector-33 A, Chandigarh.

1. It is certified that the particulars mentioned above by the applicant are correct.
2. That he/she is a Class-I Officer / Class- II is eligible for allotment of transit flat.
3. That he/she has joined office on _____after transfer _____.

Head of Officer with Seal,

Note: - Only those Haryana Government Class- I officers are entitled for allotment of transit flats who apply within two months of joining duty at Chandigarh/Panchkula.