

OFFICE OF THE DIRECTOR (MUNICIPAL HOUSING)
5TH FLOOR, ROOM NO. 5008
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA : NEW DELHI

No. SAA(G)/JD(MH)/2015/D-379/P

Dated: 23/03/2015

CIRCULAR

1. Applications in prescribed forms are invited for formation of seniority list for allotment of Type-I to Type-V municipal quarters without choice of locality/floor etc. from the municipal employees who have completed 10 years of regular service upto **April 15, 2015** including officials/officers on deputation with NDMC who are interested in the allotment of municipal residence and are drawing Grade pay as mentioned below as on **01.03.2015**.

Type of Residence	Grade Pay (6 th pay Commission)	Grade Pay (DTL Scales) Old S S Scale
I.	Rs. 1,300, Rs. 1400, Rs. 1,600, Rs. 1,650 and Rs. 1,800	Upto Rs. 2,200/-p.m.
II.	Rs. 1,900, Rs. 2000, Rs. 2400 and Rs. 2,800	Rs. 2,400/- to Rs. 3,500/- p.m.
III.	Rs. 4,200, Rs. 4,600 and Rs. 4,800	Rs. 3,600/- to Rs. 5,000/- p.m.
IV.	Rs. 5,400 to Rs. 6,600	Rs.5,400/- to Rs. 7,000/- p.m.
V.	Rs. 7600 to Rs. 8900	Rs. 7,600/- to Rs. 8,900/- p.m.

2. Prescribed application forms will be available from the reception of Palika Kendra, New Delhi and can be obtained on all working days between 3.00 P.M. to 5.00 P.M. w.e.f **March 25, 2015 to April 15, 2015** as well as downloaded from NDMC website www.ndmc.gov.in. The application form duly filled in by the applicant should reach the Municipal Housing Section 5th Floor Palika Kendra latest by **April 30, 2015**. This date shall be strictly adhered to. Applications reaching the Municipal Housing Section after the said date will not be entertained/considered. It will be the responsibility of the applicant concerned to see that his/her application, duly verified by the Establishment Branch, reaches the Municipal Housing Section on or before **April 30, 2015** positively.

3. Such employees, whose names exist in the current Seniority List for allotment of Municipal residence, should also apply afresh on the prescribed form if they are interested in the allotment of the municipal residence, but the condition of 10 years regular service should be adhered to. If they fail to do so, it will be presumed that they are no longer interested in the allotment of municipal quarters and their names will not be considered.

4. The allotment of municipal residence will be made on licence basis and licence fee will be recovered as per the fee prescribed by Director of Estate, Govt. of India and adopted by the Council. Other terms and conditions will be the same as contained in the Allotment of NDMC Residential rules as are in force from time to time. The officers/officials who are presently in the occupation of "below category" quarters and are interested in the allotment of quarter according to their entitlement, may also apply on the prescribed forms without any choice for floor/locality etc., otherwise they will not be considered for allotment of higher category quarters, till seniority list so prepared remains valid.

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(Pawan Chopra)
Jt. Director (Municipal Housing)

R-2000/30/17
24/3/15

Copy to the following for information and giving wide publicity amongst the staff under them:-

1. F.A.
2. Chief Engr. (Civil)—I
3. Chief Engr. (Civil)—II
4. Chief Engr. (Elect)—I
5. Chief Engr. (Elect)—II
6. Chief Architect
7. MOH
8. Dir. (Commercial)
9. Dir. (Tax)
10. Dir. (Hort.)
11. Dir. (Edn.)
12. Dir. (P)
13. Dir. (PR)
14. Dir. (Welfare)
15. Dir. (MH)
16. Dir. (Accounts)
17. Dir. (Enf.)
18. Jt. (IT) to upload the copy of circular and form in NDMC Site
19. Dir. (Coordination)
20. Dir. (Vigilance)
21. Legal Advisor.
22. Advisor (PR)
23. Chief Auditor
24. Dir. (Medical Services)
25. Dir. (General Administration)
26. Incharge Hindi Section
27. Chief Security Officer
28. P.S to Chairperson
29. P.S to Vice Chairperson
30. All members
31. P.S to Secretary
32. OSD to Chairman
33. Notice Board of Palika Kendra
34. Notice Board of Bhagat Singh Place
35. Notice Board of Vidyut Bhawan
36. Notice Board of Mohan Singh Place
37. Notice Board of Pragati Bhawan
38. Chief Fire Officer

CIRCULAR

Grade Pay	Type of Residence
Rs. 1,300, Rs. 1,400, Rs. 1,500, Rs. 1,650 and Rs. 1,800	I
Rs. 1,800, Rs. 1,900, Rs. 2,000, Rs. 2,400 and Rs. 2,800	II
Rs. 3,000, Rs. 3,200, Rs. 3,400, Rs. 3,600, Rs. 3,800, Rs. 4,000, Rs. 4,200, Rs. 4,400, Rs. 4,600, Rs. 4,800, Rs. 5,000, Rs. 5,200, Rs. 5,400, Rs. 5,600, Rs. 5,800, Rs. 6,000, Rs. 6,200, Rs. 6,400, Rs. 6,600, Rs. 6,800, Rs. 7,000, Rs. 7,200, Rs. 7,400, Rs. 7,600, Rs. 7,800, Rs. 8,000, Rs. 8,200, Rs. 8,400, Rs. 8,600, Rs. 8,800, Rs. 9,000, Rs. 9,200, Rs. 9,400, Rs. 9,600, Rs. 9,800, Rs. 10,000	V

Jt. Director (Municipal Housing)
Pawan Chopra

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24/12/20
21/12/20

OFFICE OF THE DIRECTOR (MUNICIPAL HOUSING)

5TH FLOOR, ROOM NO. 5008

NEW DELHI MUNICIPAL COUNCIL

PALIKA KENDRA: NEW DELHI

APPLICATION FORM FOR ALLOTMENT OF MUNICIPAL ACCOMMODATION ON LICENCE BASIS AS AN EMPLOYEE OF NDMC, NEW DELHI

* Name in capital letters:

1. * Father's /Husband's Name:

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2. *Designation:.....

3. *Branch/School/Division/CircleNo.etc.....

4. *Employee Code No..... Supervisor No.....

5. *Grade Pay as on DATE: (NOTE: Please attach your Pay slip for reference)

A) Under 6th Pay Commission B.) Under DTL Scale (old SS Scale)

Pay Band / Pay Scale Rs.	Present Grade Pay	Pay Band / Pay Scale Rs.	Present Grade Pay

6. *Date of Birth

*Date of Retirement

D	D	M	M	Y	Y	Y	Y
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D	D	M	M	Y	Y	Y	Y
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7. *Date of Appointment (employee should have completed 10 years of service for fresh allotment).....

8. Total service as on date.....

9. Sex

Male	Female
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Marital Status

Married	Unmarried
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10. * Category, (If SC/ST attach attested copy of certificate)

Gen	SC	ST
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Type of Quarter Applied

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11. Previous Seniority Number (if any) Type..... Seniority No.....

12. *Municipal Accommodation already allotted, if any:-

13. Quarter NoType..... Locality /Complex Name.....

14.

15. *Present Residential Address along with Telephone Number :.....

.....

16. Permanent Residential Address

17. If married, whether spouse is the allottee of Municipal /Govt. Quarter. If so, give details.....

18. Whether debarred for allotment of Municipal Quarter 'Yes or No'..... if 'Yes' please indicate the debarment period(From.....to.....) vide O.O. Letter No.....

ACKNOWLEDGMENT

Emp Code

Name of Applicant.....
Designation with Department.....
And I will inform the Municipal Housing Deptt. as and when the piece of duty is changed and inform the office address.....

Signature with date

Application received

19. Relaxation granted, if any by the Medical Board for allotment of quarter on Medical Ground on out of turn basis. No. of Years..... Months.....
20. Whether owns any house either in his/her name or in the name of any member of his / her family within the limits of local of adjoining Municipality, if so, give details:

*Office Phone No./ Mobile No.:-----

DECLARATION

- A) Certified that I have read the contents of Circular No. SAA (G)/JD(MH)/2015/D-379/P Dated 23/3/15 as also all the rules/regulations/ Instructions governing the allotment of quarters and declare that the allotment to be made to me or already made to me shall be on licence basis. Licence being revocable at the will of the Licensor without assigning any reasons and other terms and conditions will be the same as contained in the allotment of New Delhi Municipal Council Residential Rules enforced at present and or as may be enforced hereafter from time to time and instructions issued by the NDMC from time to time in this behalf. **I will inform the Municipal Housing Deptt. as and when the place of duty is changed and inform the office address accordingly. Incomplete applications will not be considered and will be filed without any further correspondence.**
- B) In case of allotment of Municipal Housing to the undersigned. I undertake I will not make any addition/alteration to the allotted Premises and will not let use the accommodation except my dependents. And also undertake I will keep the same in good condition.
- C) A am aware of the penalties which can be imposed in the event of the refusal of acceptance of allotment of accommodation of the entitled type under SR-317-B-10 or furnishing of false information, subletting/ misuse of the premises under SR-312-B-21.
- D) I will occupy the allotted premises within the stipulated period i.e. 7 days failing which allotment in my name may stand cancelled for the current year deemed to be debarred for allotment of new quarter/change of quarter.
- E) I will not request for change before one year of said allotment.
- F) I undertake I will vacate the premises on my retirement and will not contest for further retention beyond the permissible period.

Signature of the applicant

(Mob.) Tel.Ph. No.(If any)

(To be completed by the Applicant's Establishment Unit)

No..... Date.....

1. Certified that the particulars given in the application have been verified from the service record of the concerned employee and are found correct. It is Certified that he holds a temporary / permanent post of in this department.
2. Certified that the applicant is not entitled to rent free accommodation.

Forwarded to Director (Municipal Housing)

Signature of the verifying section officer with stamp

Type	Grade Pay (6th pay Commission)	Grade Pay (DTL Scales) Old S S Scale
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Note : (*) fields are mandatory

Attach Photocopy of Pay slip and attested copy of SC/ST Certificate

ACKNOWLEDGEMENT

Name of Applicant.....Emp.Code

Designation with Department.....

And I will inform the Municipal Housing Deptt. as and when the place of duty is changed and inform the office address accordingly.

Application received..... Signature with dated: