

APPLICATION FORM FOR ALLOTMENT OF GOVERNMENT RESIDENCE (CHANDIGARH ADMINISTRATION PRESS POOL) AT CHANDIGARH.

To

The Secretary,  
House Allotment Committee,  
Chandigarh Administration.

Subject:- Application for the allotment of house (Chandigarh Administration Press Pool) at Chandigarh.

Sir,

The undersigned applies for the allotment of a \_\_\_\_\_ type house at Chandigarh.

1. Name in Block Letter: \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Father's/Husband's Name \_\_\_\_\_
4. (a) Date of Birth \_\_\_\_\_  
(b) Date of Retirement on completion of 60 years of age. \_\_\_\_\_
5. (a) Name of the Press/ News Agency: \_\_\_\_\_  
(b) Place of Duty. \_\_\_\_\_  
(c) Official Address. \_\_\_\_\_  
(d) Residential Address \_\_\_\_\_  
(e) Permanent Address \_\_\_\_\_
6. (a) Date of Joining the Press/ News Agency. \_\_\_\_\_  
(b) Pay & Special pay on that day \_\_\_\_\_  
(c) Scale of Pay. \_\_\_\_\_  
(d) Designation on that day. \_\_\_\_\_
7. Whether Permanent / regular or not \_\_\_\_\_
8. Particulars of the Government house under the occupation of applicant or his/her spouse \_\_\_\_\_
9. Whether the applicant or his spouse or any of His dependent children, owns any house in U.T. Chandigarh, Panchkula or Mohali \_\_\_\_\_  
  
If yes, give details thereof, i.e. H. No., Sector Place, Area Rental Value etc.
10. Whether the applicant has applied for any \_\_\_\_\_ Other category house.
11. (a) Date since when he is entitled for the type of house applied for: \_\_\_\_\_  
(b) Basic pay and Special pay on that date. \_\_\_\_\_  
(c) Scale of pay. \_\_\_\_\_  
(d) Designation on that date. \_\_\_\_\_
12. Whether pay was ever reduced or he was \_\_\_\_\_ ever demoted after the date since when he is entitled for the type of house applied for.
13. Present pay/ Designation on the date of application.

- (a) Basic pay and special pay. \_\_\_\_\_
- (b) Scale of pay \_\_\_\_\_
- (c) Designation \_\_\_\_\_
14. Whether accredited by the Punjab/Haryana or Chandigarh Administration. \_\_\_\_\_

DECLARATION

1. I certify that I have not applied for any other type of house.
2. I agree to abide by the Guideline for allotment of Govt. accommodation to the Press Correspondents/ Journalists at Chandigarh issued by the Chandigarh Administration vide letter dated 24.7.2003.
3. I certify that my stay in the 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 no demoted from the post.
4. I certify that the particular 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.
5. I undertake to intimate within seven days the facts 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.
6. I undertake to deposit the licence fee at the rate prescribed under FR 45(A), of course, in addition to the House Rent Allowance paid to me by the employer to the Deputy Controller (Finance & Accounts) Rent, U.T., Chandigarh, direct, regularly.

**Yours faithfully,**

**(Signature of the applicant)**

**Mobile No.**

**E-mail Address:-**

**Adhar Card No.**

**(attach copy)**

**Endst No.**

**Dated:**

Forwarded in original to the Secretary, House Allotment Committee, Chandigarh Administration.

1. (a) It I certified that the particulars mentioned above by the applicant are correct.  
 (b) That his/her stay as declared in Col. No. 11( to be specified ) i.e. from \_\_\_\_\_ making him/her entitlement 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. \_\_\_\_\_ plus special pay of Rs. \_\_\_\_\_ from \_\_\_\_\_ and has been holding the post of \_\_\_\_\_ from \_\_\_\_\_ it was not decreased due to demotion from or any other reason at any time since the date of his/her entitlement.
2. It is certified that as per records of this office he or his spouse or any of his dependent children owns/ does not own any house at Union Territory, Chandigarh, Panchkula or Mohali.
3. It is certified that the applicant has not applied for any other type of government residence.
4. It is certified that the applicant has been accredited by the \_\_\_\_\_.

(Recommending authority on behalf of Press/News agency.

(Recommending authority)  
 Director Public Relations  
 Punjab/Haryana/  
 Chandigarh Administration.  
 (with Seal ).

Note:- The authority should not forward, any application unless he/she has satisfied himself/herself about the particulars filled by the applicant.

**DOCUMENTS REQUIRED ALONGWITH APPLICATION FORM**

- I) Application on the prescribed form for allotment of house out of the Chandigarh Administration Press Pool duly filled in and forwarded through your employer as well as from the concerned D.P.R. from where the accreditation of the state Govt. was given in your name.
- ii) Undertaking to the effect that:-
  - a) That neither you, nor your spouse or any dependent member of your family owns a private house at Chandigarh/ Mohali or Panchkula.
  - b) That neither you, nor your spouse or any dependent member of your family owns a Govt. house at Chandigarh/ Mohali or Panchkula.
- iii) The date since when he is working on Regular basis as Press Correspondent/ Journalist. Attach documentary proof in support thereof.
- iv) The date since when he is working on regular basis as Press Correspondent/the present Newspaper/ News Agency etc. Attach documentary proof in support thereof.
- v) Date of birth. Attach (documentary proof).
- vi) Salary Slip duly verified by the Employer.
- vii) Official address including Mobile number etc. duly verified by your employer.
- viii) Date since when the contribution of E.P.F. being deducted from the salary. To intimate E.P.F. Account number and documentary proof in support thereof.
- ix) Date since when he working at Chandigarh (Attach documentary proof in support thereof).
- x) Proof regarding regular 5 years service at Chandigarh.