

**IMPORTANT CIRCULAR**

**No.AN/III/1043/EC/Allot/DAD/HTA  
O/o The PCDA,  
107, Lower Agram Post,  
BANGALORE - 560 007.  
Dated:26/03/2018**

To  
All the Sub-Offices under PCDA,Bangalore located in Blore  
All Sections in Main Office,PCDA,Bangalore  
All Offices and Sub-Offices under different Controllers in B'lore.

Sub:- Updation of Roster for allotment of DAD Quarters & Hostel Type Accommodation.  
Ref:- Rule 6 of Allotment of Govt.Residences(DAD Pool) Rules 1986 as amended.

It has been decided by the Estate Officer to update Roster for allotment of Quarters in DAD Pool and also DAD Hostel Type Accomn.with effect from: **04/2018**. Only names in the fresh Roster will be considered for fresh allotment as well as for allotment of entitled higher type of quarters. Hence every person whose name is **not listed** in the existing Roster (uploaded in PCDA Bangalore website) and who intends for allotment of DAD Residential Accommodation, should apply afresh failing which, his/her name will not be reckoned for allotment.

2) Applications are invited in the Proforma (separate for DAD and Hostel Accomn) enclosed to this letter from Officers and Staff of this department serving in Bangalore, who intend to or willing to occupy DAD quarters/Hostel type Accomn. The last date for receipt of applications duly completed in all respects is **20.04.2018**. The Officers and Staff who are transferred to Bangalore may, however, submit their applications within one month of the date of their reporting duty.

3) The individuals who are allotted DAD Quarters / Hostel Accomn., but have surrendered the same due to one reason or the other, should have completed one year cooling period from the date of surrender of the quarters.

4) The individuals furnishing incorrect/false information with a view to secure allotment of DAD/HTA accommodation are liable for disciplinary action under CCS Conduct Rules.

5) Applications received after the stipulated date i.e. **20.04.2018** will not be considered till applications are called for again by this office. Those delayed applications will be summarily rejected till next circular calling for fresh applications is issued.

**6) Heads of Office/Sections are requested to ensure that applications duly completed in all respects are forwarded in one batch and in time, to avoid un-necessary delay.**

**10) Individuals who have already been allotted DAD accommodation and are eligible for their entitled type must also apply afresh in the format duly indicating the quarter in which they are staying at present. In case fresh applications for seeking accommodation for entitled type is not received, it will be assumed that they are not interested in the accommodation of their entitled class and they cannot subsequently claim accommodation of their entitled type as the previous / present Roster is closed once the revised Roster is prepared. However, officials whose names are listed in the existing roster as on 31.03.18 need not apply once again as their names will be taken into consideration in the fresh roster.**

**8) There are sufficient number of vacant quarters in A & B type accommodation at DAD Residential Complex, Someswarapura Extn, Bangalore viz-a-viz the waiting list for the same. Hence, all the eligible applicants for A & B type accommodation presently neither residing in Govt. accommodation nor in their self-owned accommodation, but drawing House Rent Allowance shall apply for allotment of eligible quarters, failing which HRA will be regulated as per extant rules in force till the date quarters remain vacant.**

....2/-

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9) Hostel Accommodation is an interim and temporary measure of allotment to those officers who are otherwise eligible for general pool accommodation. While applying for hotel accommodation, the concerned officer/staff will have to give a certificate that he/she applied for general pool accommodation as per extent orders. Further, maximum period of stay in Hostel is six months. An officer desiring extension of stay in the Hostel must apply to the allotting authority fifteen days before the expiry of the initial period of allotment. On Allotment of DAD Residential Accommodation he/she has to accept the allotment and liable to vacate Hostel Accommodation and take possession of DAD Residential Accommodation.

10) After the due date stipulated above, except for transfer-in cases (subject to the condition that applications received within one month of their reporting for duty in the station) and cases covered under Para 3 above, fresh applications will not be entertained.

11) Contents of this circular may please be brought to the notice of the staff serving in your office/section including those who are on leave/temporary duty/attachment and their dated signature obtained and recorded at your end. A copy of this circular may please be displayed in your office Notice Board also.

12) It is also reiterated that no plea that the individuals were not aware of this circular and hence could not apply before the stipulated date will be accepted subsequently and they have to wait till a circular is again issued calling for fresh applications.

13) Criteria for allotment of DAD Qtrs. at Someswarapura Extention, Ulsoor is date of seniority in service (i.e. Date of initial appointment) and the **Grade Pay(as per VI CPC)** for different types of Quarters are as follows:

|          | VI CPC Grade pay                            | VII CPC pay matrix Level |
|----------|---|--------------------------|
| TYPE 'A' | - Rs.1800/-                                 | 1                        |
| TYPE 'B' | - Rs.1900/-,Rs.2000/-,Rs.2400/- & Rs.2800/- | 2 to 5                   |
| TYPE 'C' | - RS.4200/-,Rs.4600/- & Rs.4800             | 6 to 8                   |
| TYPE 'D' | - Rs.5400/- to Rs.6600/-                    | 9 to 11                  |
| TYPE 'E' | - Rs.7600/- & above                         | 12 to 13                 |

14) Criteria for allotment of Hostel Type Accomn.at Kaggadasapura, CV.Raman Nagar is Station Seniority and date from which the prescribed **Grade Pay** is being drawn continuously and the same for different types of Hostel are as follows:

VII CPC

SINGLE SUITE(With Kitchen) - Rs.4200/- & above (RELAXED Rs.1900/- & above)(VI CPC)- Level 2& above  
DOUBLE SUITE - Rs.5400/- & above (RELAXED Rs.2800/- & above)(VI CPC)- Level 5& above

15) APPLICANTS ARE REQUESTED TO **INDICATE SEPARATELY THE BLOCK AND FLOOR PREFERENCE, IF ANY**, IN THE APPLICATION AND THEIR NAMES WILL BE CONSIDERED ONLY FOR THAT PREFERENCE AS AND WHEN THE VACANCY ARISES, AND NO CORRESPONDENCE IN THIS REGARD WILL BE ENTERTAINED ONCE THE QUARTER IS ALLOTTED TO AN IMMEDIATE **JUNIOR** IN THE WAITING LIST DUE TO BLOCK AND FLOOR PREFERENCE.

Please acknowledge receipt.

-sdxxx  
SAO(AN)

Copy to:  
OA Cell(Local) - to upload on official website

  
SAO(AN)

APPLICATION FOR INITIAL ALLOTMENT OF RESIDENTIAL ACCOMMODATION, (DAD POOL)

Please read the instructions carefully before filling

1. NAME OF THE APPLICANT :
2. GRADE/ACCOUNT NUMBER :
3. DATE OF BIRTH :
4. OFFICE WHERE SERVING :
5. OFFICE TELE. NUMBER :
6. WHETHER BELONGS TO SC/ST :
7. WHETHER TEMPORARY/PERMANENT :
8. DATE FROM WHICH CONTINUOUSLY EMPLOYED UNDER CENTRAL GOVT. :
9. DO YOU OR YOUR WIFE OWN A HOUSE IN THE STATION :
10. DATE OF SUPERANNUATION :
11. (A) WHETHER RESIDING IN GOVT. ACCOMMODATION ALLOTTED FROM CPWD OR Defence Pool :  
(B) IF SO, THE PARTICULARS THEREOF
- (I) ADDRESS OF ACCOMN/TYPE IN WHICH PRESENTLY STAYING :
- (II) POOL FROM WHICH ALLOTTED (DAD POOL OR CPWD) :
12. BASIC PAY AS ON 1<sup>ST</sup> JAN 208 :
13. GRADE PAY AS ON 1<sup>ST</sup> JAN 2018(VI CPC) PAY MATRIX LEVEL(VII CPC) :
14. TYPE OF ACCOMN. TO WHICH ELIGIBLE :
15. ARE YOU WILLING FOR QUARTERS OF THE NEXT BELOW TYPE IN CASE QUARTERS OF ELIGIBLE TYPE IS NOT AVAILABLE :

## DECLARATION

I certify that I or My wife/husband or minor children do not own a house in Banglaore as defined in allotment of Govt. Residences (DAD Pool) Rules 1986. Details of house owned \_\_\_\_\_

I agree to abide by the Allotment of Govt. Residences (DAD Pool) Rules 1986 as amended from time to time:-

**DATE:**

**SIGNATURE OF THE APPLICANT**

### PART - B

**(To be completed by the head of the office of the applicant)**

The facts stated by the applicant have been verified and found correct. His/Her declaration about Basic Pay/Grade Pay and ownership of house have been specifically verified with reference to the available records.

**Date:**

**Signature:**

**Designation:**

**Office:**

### INSTRUCTIONS

#### **ENTITLEMENTS:-**

The entitlement to various types of accommodation is determined on the basis of the emoluments drawn by the applicant as on 01-01-2014. The Pay ranges for different types of accommodation are indicated below:-

|                 | <b>VI CPC</b>                              | <b>VII CPC Pay matrix Level</b> |
|-----------------|--|---------------------------------|
| <b>TYPE "A"</b> | Grade Pay of Rs. 1800                      | <b>1</b>                        |
| <b>TYPE "B"</b> | Grade Pay of Rs. 1900, 2000, 2400 and 2800 | <b>2 to 5</b>                   |
| <b>TYPE "C"</b> | Grade Pay of Rs. 4200, 4600 and Rs. 4800   | <b>6 to 8</b>                   |
| <b>TYPE "D"</b> | Grade Pay of Rs. 5400 to Rs. 6000          | <b>9 to 11</b>                  |
| <b>TYPE "E"</b> | Grade Pay of Rs. 7600 and above            | <b>12 &amp; 13</b>              |

**DATE OF PRIORITY:**

**Date of priority in respect of Rype A, B, C & D Accommn, is the date from which the applicant has been continuously in service under the Central Govt. including the period of former service.**

**APPLICATION FOR INITIAL ALLOTMENT OF HOSTEL TYPE ACCOMMODATION**  
**(DAD POOL) – PART 'A'**

Please read the Circular carefully before filling the Form

1. NAME OF THE APPLICANT :
2. GRADE & ACCOUNT NUMBER :
3. DATE OF BIRTH :
4. OFFICE WHERE SERVING :
5. OFFICE TELEPHONE NO. :
6. WHETHER BELONGS TO SC/ST :
7. DATE FROM WHICH SERVING IN STATION :
8. WHETHER TEMPORARY/PERMANENT :
9. DATE FROM WHICH CONTINUOUSLY EMPLOYED UNDER CENTRAL GOVT. :
10. DO YOU OR YOUR WIFE OWN A HOUSE IN THE STATION :
11. WHETHER RESIDING IN GOVT.ACCOMN. ALLOTTED FROM CPWD OR DEFENCE POOL :
12. BASIC PAY AS ON **1<sup>ST</sup> JANUARY 2018** :
13. DATE FROM WHICH THE PRESCRIBED **GRADE PAY** OF RS. 4200 & Rs.5400 AS THE CASE MAY BE IS BEING DRAWN CONTINUOUSLY :
14. TYPE OF ACCOMN.TO WHICH ELIGIBLE :  
(SINGLE ROOM OR DOUBLE ROOM SUITE)  
(SINGLE ROOM SUITE – **GRADE PAY** RS.4200)  
(Relaxed to GP-Rs.1900/-) – Pay matrix level-2  
(DOUBLE ROOM SUITE - **GRADE PAY** RS.5400 & ABOVE)  
(Relaxed to GP-Rs.2800/-) – Pay matrix level-5)

**DECLARATION**

I certify that I or my wife/husband or minor children do not own a house/own a house in Bangalore & details of house owned is:

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I agree to abide by the Allotment of Hostel Accomn.(DAD Pool) Rules 1993 as amended from time to time.

SIGNATURE OF THE APPLICANT

**PART-B**

**(TO BE COMPLETED BY THE HEAD OF THE OFFICE OF THE APPLICANT)**

The facts stated by the applicant have been verified and found correct. His/her declarations about Basic Pay/Grade Pay and ownership of house have been specifically verified with reference to the available records.

DATE:

SIGNATURE :

DESIGNATION:

OFFICE :