

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

No. SAA(Q)/DD(MH)/2010/D-1 795/P

Dated: 20/8/10

CIRCULAR

Applications on prescribed forms are invited for formation of seniority list for allotment of Type-I to Type-V municipal quarters without choice or locality/floor etc. from the municipal employees who have completed 10 years of regular service upto 31/7/2010 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 01/8/10.

Type of Residence	Grade Pay (Vth pay Commission)	Grade Pay (DTL Scale) old S S Scale
I	Rs. 1,300, Rs. 1400, Rs. 1,600, Rs. 1,650 and Rs. 1,800	Upto Rs. 2200
II	Rs. 1,900, Rs. 2000, Rs. 2400 and Rs. 2,800	Rs. 2,400 to Rs. 3,500
III	Rs. 4,200, Rs. 4,600 and Rs. 4,800	Rs. 3,600 to Rs. 5,000
IV	Rs. 5,400 to Rs. 6,600	Rs. 5,400 to Rs. 7,000
V	Rs. 7,600 to Rs. 8,900	Rs. 7,600 to Rs. 8,900

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 25.8.10 to 24.9.10 as well as download form 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 30.9.10. This date may 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 30.9.10 positively. **Such employees, whose names exist in the current Seniority List for allotment of Municipal residence, should not apply again and requested to intimate their grade pay as revised under 6th Pay Commission as well as Seniority Number positively.**

The allotment of municipal residence will be made on license basis and license 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 higher category 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.


20/8/10
DIRECTOR (MUNICIPAL HOUSING)

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PALIKA KENDRA: NEW DELHI

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

1. Name in capital letters:

2. Father's /Husband's Name:

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3. Designation:.....
4. Branch/School/Division/Circle No. etc.....
- Employee Code No..... Supervisor No.....
5. Whether Permanent /Temp./ On Deputation.....
6. Grade Pay as on: **01.08.2010:**
 (A) Rs...../- per month under 6th Pay Commission
 (B) Rs...../- per month under DTL Scale (old S.S Scale)
7. Date of Birth..... Date of Retirement
8. Date of Appointment..... Total Service as on
9. Present Residential Address along with Telephone Number :-.....

10. Municipal Accommodation already allotted, if any:-
 Quarter No..... Type.....
 Locality /Complex Name.....
11. Whether belongs to SC/ST (If Yes, attach attested copy of certificate)
12. If married, whether spouse is the allottee of Municipal /Govt. Quarter. If so, give details.....
13. Whether debarred for allotment of Municipal Quarter 'Yes or No'
- if 'Yes' please indicate the debarment period
 (From.....to.....) vide O.O. Letter No.....
14. Relaxation granted, if any by the Medical Board for allotment of quarter on Medical Ground on out of turn basis. No. of Years.....
 Months.....
15. 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:

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

DECLARATION

Certified that I have read the contents of Circular No. SAA (Q)/MH/D-1795/P/DD (MH) Dated 20/8/10 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.

Signature of the applicant

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

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

No.....

Date.....

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.

Forwarded to Director (Municipal Housing)

Signature of the verifying section officer with stamp

ELIGIBILITY GRADE PAY :

Type of Residence	Grade Pay (With pay Commission)	Grade Pay (DTL Scale) old S S Scale
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V	Rs. 7,600 to Rs. 8,900	Rs. 7,600 to Rs. 8,900

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: