

भारतीय डाक विभाग

DEPARTMENT OF POSTS, INDIA

मुख्य पोस्टमास्टर जनरल का कार्यालय, केरल सर्किल, तिरुवनंतपुरम – 695 033
Office of the Chief Postmaster General, Kerala Circle, Thiruvananthapuram- 695 033

APPLICATION FOR ALLOTMENT/ CHANGE OF POSTAL STAFF QUARTERS AT PARUTHIPPARA/KESAVADASAPURAM/POOJAPURA IN THIRUVANANTHAPURAM

Personal Details:-

Name of Applicant:- (Shri./Smt./Kum.)	
Name of Father/Spouse:-	
Marital Status:- (Single/Married/Widow/Divorcee)	
Category (General/OBC/SC/ST)	
Date of Birth:-	

Attach your recent
passport size
photograph here.

Pay Details:-

Pay band/Scale:-		Level in pay matrix:-	
Total emoluments:-		Date from which continuously drawing pay in the present level:-	

Office and Service Details:-

Designation		Status (Temporary/Permanent)	
Office name		Group of Service (A/B/C)	
Office head		Date from which continuously employed in Govt. Service	
Office Phone no.		Date on which continuously posted in the Station	
Are you entitled for HRA?		Date of retirement	
Whether the office is eligible for Postal Pool Accommodation at Paruthippara/Kesavadasapuram/Poojappura			

Details of quarters allotted to the applicant/spouse:-

Are you/your spouse occupying any Postal Pool quarters/GPRA/State Government Pool quarters/ Govt. accommodation under PSUs/any other Govt. accommodation at the same station:-

If so, furnish details in the table below:-

Name of Allottee:-		Type, quarter no. and location of allotted quarters.	
Name and address of the allotting authority			

Own House Details:-

Are you/your spouse/dependent children own a house at the same station or within the periphery of Local Municipality or any adjoining Municipality:-

Details of quarters applied:-

Location of quarters (Kesavadasapuram/Paruthippara/Poojappura)	Type of Quarters (I/II/III/IV/V/VI)	Quarter no. applied (applicable only in case of change of quarters)

Debarment Details:-

Are you debarred from allotment of Government residence/Postal Pool Quarters? :-

Permanent Residential Address details:-

Address	
City	
Pincode	
Phone/Mob No.	
Email id	

Mandatory documents to be furnished along with the application:-

1. Recent pay slip.
2. Copy of office ID issued by the competent authority.
3. Copy of Identity card (Aadhar/Driving licence/Passport/Election ID).

Declaration by the Applicant

1. I agree to abide by the Allotment Rules applicable at the place where I am posted, as well as the applicable instruction.
2. I am working in an eligible office located in an eligible zone.
3. I am aware of the penalties which can be imposed in the event of refusal of acceptance of accommodation of the entitled type under Supplementary Rule SR 317-B-1 or furnishing of false information or subletting/misuse of the premises under SR 317-B-21.
4. I have enclosed all the mandatory documents with the application.

Date:-

Signature of Applicant

TO BE FILLED IN BY THE FORWARDING OFFICE

Office name	
Name of applicant	
Designation	
Forwarding letter no. and date	

1. Certified that the date of continuous employment under Govt. Service of the applicant is
2. Certified that the present level of pay of the applicant is and his/her basic pay (Pay Matrix level) is Rs....., as per service records.
3. Certified that the marital status of the applicant is (Single/Married/Widow/Divorcee).
4. Certified that the applicant is employed in an eligible office and has not been debarred from allotment of General Pool/Postal Pool accommodation.
5. Certified that the applicant is entitled/not entitled to rent free accommodation.
6. Certified that all the information mentioned in the application are verified from the records and found to be correct.
7. Certified that all mandatory documents are enclosed with the application.

Office seal

Name and signature with date:-

Designation:-

Phone No:-

Email:-