

Annexure-I

MINISTRY OF DEFENCE  
RESEARCH & DEVELOPMENT ORGANISATION

APPLICATION FOR ALLOTMENT OF RESIDENCE FOR THE YEAR- R&D COMMON POOL

(TO BE FILED UP BY THE APPLICANT)

1. Full Name-Shri/Smt/Kumari :  
(in Block letters)
2. Name of Father/Spouse :
3. Designation :
4. Lab/Estt where posted with date :
5. Scale of Pay as on date :
6. (a) Basic Pay :  
(as on 01 Jan of the current year) :  
(b) Present basic pay :  
(Band Pay + Grade Pay)
7. Date of Birth :
8. Date from which continuously  
employed under Central Govt/State Govt  
including foreign Service, if any. :
9. Date of retirement on superannuation :
10. Service status : Temporary / Permanent
11. Service to which officer belongs. :
12. (a) Are you on deputation/tenure to DRDO :  
(b) If yes, since when :
13. In case of female marital status : **Single** **Married**  
(including  
Widow/Divorce)
14. Are you / your spouse occupying : **Yes / No**  
accommodation allotted by DRDO/any other  
Govt Deptt. If yes, fill up the name of allottee  
Designation, Address & Name of Pool  
(including the type & Number of the flat).
15. (a) Are you debarred from allotment of : **Yes / No**  
Govt residence.  
(b) If yes, upto which date & under :  
what authority.

16. Do you / your spouse dependent children own a house within the jurisdiction of local or any adjoining municipality? If yes please indicate.

(a) Owner		(c) Relationship with the applicant	
(b) Address of the house		(d) Rental Income	

17. Are you applying after the last date of receipt : **Yes/No**

of application, if yes

- (i) Transfer :  
(ii) Posting from ineligible :  
(iii) Any other reason :  
(iv) Date of Joining duty in eligible :  
Office on transfer / posting

18. (a) Indicate below the type (s) of quarter for which you are applying {(for employees entitled to type I to IV)}

Type	Eligible Grade Pay	Please tick ( ✓ ) the Type	SC/ST Pool	Ladies Pool	Remarks
I	₹ 1300 to ₹ 1800				
II	₹ 1900 to ₹ 2800				
III	₹ 4200 to ₹ 4800				
IV	₹ 5400 to ₹ 6600				

- (b) For employees entitled to Type V and above.

Type	Eligible Grade Pay	Date from which continuously drawing Grade Pay as indicated (Date of Eligibility)	Please tick ( ✓ ) the Type	Pool (s) under which applied	Remarks
V	₹ 7600 and above				
VI	₹ 10,000 and above				

- (c) For employees applying for R&D Hostel Pool Accommodation.

Type	Eligible Grade Pay	Date from which continuously drawing Grade Pay as indicated (Date of Eligibility)	Please mention if double room hostel or single room hostel	Please mention the type	Please mention the type	Remarks

Hostel Accommodation	₹ 5400 and above					
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19. Are you entitled to rent free accommodation :

### DECLARATION

- (a) I agree to abide by the Allotment of Govt Residence (Research & Development Common Pool) Rules, 2014 as amended from time to time or relevant allotment rules applicable.
- (b) I am aware of the penalties, which can be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type under Allotment Rules or furnishing of false information, subletting/misuse of the premises.
- (c) I am working in an eligible office located in eligible zone

Date :

Signature of the applicant

**TO BE COMPLETED BY THE APPLICANT'S ADMINISTRATIVE OFFICE**

No. \_\_\_\_\_ dated \_\_\_\_\_

1. Certified that the date of continuous employment under Governmet Service of the applicant is \_\_\_\_\_.
2. \_\_\_\_\_ Certified that the present Basic Pay and Grade Pay of the applicant are \_\_\_\_\_ and \_\_\_\_\_ respectively as per service records.
3. Certified that the marital status of the applicant is \_\_\_\_\_ (single/ widow / divorcee / married).
4. Certified that the applicant is employed in an eligible office and has not been debarred from allotment of General 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.

Signature with Date \_\_\_\_\_

Name \_\_\_\_\_

Office Seal

Designation \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_