

No.12035/11/2008-Pol.II
Government of India
Ministry of Urban Development
Directorate of Estates

Nirman Bhavan,
New Delhi – 110 108.

Dated the 30th October, 2014

OFFICE MEMORANDUM

Sub: Revised instructions for submission of DE-2 Forms for allotment from Type IV(Special) to Type VII of general pool residential accommodation.

It has been brought to the notice of this Directorate that applicants are having difficulty for applying for houses below their entitlement as they have to submit Supplementary DE-2 Form along with proof of Grade Pay for entitlement of respective lower categories. The matter has been examined in this Directorate and following changes are made in the process. The Officers may apply online for entitled type of accommodation but in default they will be eligible for all below entitlement accommodation as per SR 317-B-5.

2. The unified waiting lists for all higher types of accommodation i.e. from Type IV(Special) to Type VI B and Type VII (Secretaries Pool) be prepared as before as per SR 317-B-5.

(Swarnali Banerjee)

Deputy Director of Estates(Policy)

① 2306 2505

To

1. All Ministries/Departments of the Government of India
2. All Officers/Sections of the Directorate of Estates
3. All Regional Offices of DoE/CPWD

Copy for information to:-

1. PS to UDM.
2. PSO to Secretary (UD).
3. PPS to Joint Secretary (L&E)
4. PS to DE/DE-II
5. Sr.Technical Director, NIC, Nirman Bhavan - NIC will be requested to make necessary programme in GAMS. NIC is also requested to upload on the website of this Directorate.
6. DD(OL), Directorate of Estates – for translation.
7. Guard File

(K.Dinakar Raj)

Assistant Director of Estates

Dy. NO 6905 A-II

13/11/2014

Admin. II

No.18011/1/2013-Pol-III(Pt.)
Government of India
Ministry of Urban Development
Directorate of Estates

Nirman Bhawan, New Delhi
Dated: 14 October, 2014

OFFICE MEMORANDUM

Subject: Regarding recovery of outstanding Licence Fee dues.

It has been decided by the Director of Estates that in order to facilitate to accept the accommodation allotted on change request or allotted higher type of accommodation, the allottees need not to wait for clearing licence fee dues of previous occupied accommodation concerned. Allotment Sections shall issue Authority slip without waiting for clearance of prior licence fee dues immediately after receipt of acceptance form, from the allottee. It was also directed to discontinue unnecessary clearance of rent dues every time an allottee got another accommodation. Allottees may be asked for clearance of Rent dues only in case of retirement, death, transfer or regularization.

2. However, the Rent Sections of this Directorate shall write to the concerned DDOs of allottees' office to make payment of licence fee dues within a month. It will be the responsibility of the allottee to clear all the old licence fee dues through their Drawing & Disbursing Officer/Pay & Accounts officer.



(Swarnali Banerjee)
Dy. Director of Estates(Policy)

To

1. All Ministries/Departments of Govt of India.
2. All Officers/Sections of the Directorate of Estates.
3. All Regional offices of the Directorate of Estates.

Copy for information to:-

1. PS to Hon'ble UDM/
2. POS to Secretary MoUD
3. PPS to JS (L & E)
4. PS to DE-I/DE-II.
5. Sr. Tech. Director(NIC), Nirman Bhavan, New Delhi.
6. AD(OL) for Hindi translation
7. Guard File.


(Swarnali Banerjee)
Dy. Director of Estates(Policy)