



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़ - 671124, केरल, भारत

**ICAR-Central Plantation Crops Research Institute**

Kasaragod 671124, Kerala, India

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F.No. 4(8)/2022/Unified Waiting List-Qrts./Estate

Date: 28.11.2023

### **CIRCULAR**

Applications invited from the Officers and staff members of this Institute for the preparation of **Annual Unified Waiting List for the year 2024** for the allotment/change of residential quarters during the year 2024. Applications in the prescribed proforma (given below) may be submitted to the Estate & Maintenance Section of the Institute on or before 18.12.2023.

The details of quarters entitlement are indicated below:

| Sl No. | Entitled type           | Level in the pay matrix |
|--------|-------------------------|-------------------------|
| 01     | Type I                  | 1                       |
| 02     | Type II                 | 2,3,4,5                 |
| 03     | Type III                | 6, 7, 8                 |
| 04     | Type IV                 | 9,10,11                 |
| 05     | Type V                  | 12, 13, 13(A), 14       |
| 06     | Single room suit (SA-I) | Level 6 and above       |
| 07     | Double room (SA-II)     | Level 9 and above       |

The official joining the Institute on first appointment or transfer during 2024 may submit their applications (in the proforma) **within one month** of joining duty. Applications thus received on or before 20<sup>th</sup> of the month shall be considered for allotment in the succeeding month along with the enlisted applicants.

This is issued with the approval of the Competent Authority.

**Asst. Administrative Officer (Estate)**

Distribution to: Admin E-office/CPCRI website

**PROFORMA**

Application for allotment of Residential Quarter in response to the circular F.No.4(8)/2022/Unified Waiting List-Qrts./Estate dated 28.11.2023.

|    |   |  |
|----|---|--|
| 01 | Name and designation                                      |  |
| 02 | Level in the pay matrix as on 01.01.2024                  |  |
| 03 | Entitled Type of quarters                                 |  |
| 04 | Type of Quarters applied for                              |  |
| 05 | Date of entry in ICAR/Central or State/University service |  |
| 06 | Whether SC/ST   |  |
| 07 | In case of change of quarters, please mention the details |  |
|    | i. Presently occupied                                     |  |
|    | ii. Quarters applied for (mention the preference, if any) |  |