



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

ICAR-Central Plantation Crops Research Institute
Kasaragod 671124, Kerala, India
(An ISO 9001:2015 Certified Institution)



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F.No.4(7)/2021/Senioritylist-Quarters/Estate

Date 03.01.2022

CIRCULAR

Applications are invited from the Officers and staff members of this Institute for the preparation of priority list for the allotment/change of residential quarters during the year 2022. Applications in the prescribed proforma (given overleaf) may be submitted to the Estate Section of the Institute on or before **17.01.2022**.

The details of quarters entitlement are indicated below:

SI No.	Entitled type	Level in the pay matrix
01	Type I(A)	1
02	Type II(B)	2,3,4,5
03	Type III(C)	6, 7, 8
04	Type IV(D)	9.10.11
05	Type V(E)	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 2022 may submit their applications (in the proforma) within one month of joining duty. Applications thus received on or before 20th 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.

Digitally Signed by A
Vincer

Date: 03-01-2022 11

Reason: Approved

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(7)/2021/Senioritylist-Quarters/Estate dated 03.01.2022.

01	Name and designation	
02	Level in the pay matrix as on 01.01.2022	
03	Type of Entitled quarters	
04	Residential 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)	

Date:

Signature:

Place:

Name: