



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(8)/2025/Unified Waiting List-qrts./Estate

date 08.01.2025

### CIRCULAR

Applications are invited from the Officers and staff members of this Institute/KVK for preparation of unified waiting list 2025 for allotment/change of residential quarters during the calendar year 2025. Applications in the prescribed format (given below) may be submitted to the Estate & Maintenance Section on or before 31.01.2025. The details of quarters entitlement are indicated below:

Sl 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

Officials joining the Institute on first appointment or on transfer during 2025 may submit their application (in the prescribed format) **immediately** on joining duty. Applications thus received on or before 20<sup>th</sup> of each month shall be considered for allotment in the succeeding month along with the enlisted applicants.

**Asst. Administrative Officer (Estate)**

Distribution to: Admin E-office/CPCRI website

### PROFORMA

Application for allotment of CPCRI Residential Quarter in response to the circular

F.No. 4(8)/2025/Unified Waiting List-qrts./Estate dated 08.01.2025.

01	Name & designation	
02	Level in the Pay Matrix as on 01.01.2025	
03	Entitled Type of quarters	
04	Type of Quarters applied for	
05	Date of entry in ICAR/Central or State/University service	
06	Whether belong to 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:  
Place:

Signature:  
Name: