



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 02.12.2022

CIRCULAR

Applications are invited from the Officers and staff of this Institute for the preparation of a **Unified Waiting List** for Allotment/Change of residential quarters during the year 2023. The duly filled in application in the prescribed proforma (**Annexure-I**) may be submitted through e-office to the AAO (Estate) on or before 16.12.2022.

Applications are also invited from the Non-eligible applicants (on one step above category) for filling the surplus vacant quarters available in Type-II and Type-III quarters. The duly filled in application in the prescribed proforma (**Annexure-II**) may be submitted through e-office to the AAO (Estate) on or before 16.12.2022, subject to the following conditions:

- 1) The allotted higher entitled quarters will be deemed to be vacated within 15 days as and when the eligible person applied for the same.
- 2) In such circumstances, eligible quarters will be allotted at the time of vacation of the higher entitled quarters, if requested by the applicant. In case of non-availability of the eligible quarters, the applicant has to vacate the allotted higher type quarters immediately.
- 3) The junior most person (as per ICAR Service) in the non-entitled category shall be vacated initially, failing which, a triple rate of licence fee (or) the damaged rent will be levied as per rules.
- 4) Application for one step higher category will be considered only for the applicants, those who can reach the eligible pay level of the higher type quarters before his/her retirement.
- 5) An undertaking in the prescribed format has to be submitted while applying.

The details of entitlement of residential quarters 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 2023 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.

Asst. Administrative Officer (Estate)

ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
KASARAGOD, KERALA

PROFORMA

Application for allotment of Residential Quarter in response to the circular F.No.4(7)/2021/Senioritylist-Quarters/Estate dated 02.12.2022.

01	Name and designation	
02	Pay Level in the pay matrix as on 01.01.2023	
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)	

Date:

Signature:

Place:

Name:

ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
KASARAGOD, KERALA

PROFORMA

Application for allotment of Residential Quarter (On One Step Higher Category) in response to the circular F.No.4(7)/2021/Senioritylist-Quarters/Estate dt. 02.12.2022.

(Eligibility: Level-1, 2,3,4,5 in the pay Matrix)

1.	Name and designation	
2.	Pay Level in the pay matrix as on 01.01.2023	
3.	Entitled Type of quarters	
4.	Presently occupied in	
5.	Type of Quarters applied for (on one step above category)	
6.	Date of entry in ICAR/Central or State/University service	

UNDERTAKING

I,..... (Name) hereby undertake and agreed that I will be deemed to be vacated the allotted higher entitled quarters within 15 days as and when the eligible person applied for the same, failing which, I agreed to pay the triple licence fee or damaged rent may be levied as per rules.

Before my retirement, I will reach the eligible pay level of the higher entitled quarters.

Date :

Signature: _____

Place:

Name & Designation: _____
