

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)



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

Date 03.10.2023

CIRCULAR

Applications are invited for allotment/Change of quarters from the **eligible/one step higher category** for the vacant quarters available in the type II & III and from the **eligible applicants** for Type IV quarters for 2023.

Applications in the prescribed proforma (attached) may be submitted to the Estate Section of the Institute **on or before 13.10.2023**.

The details of quarters entitlement are indicated below:

SI No.	Entitled type	Level in the pay matrix
01	Type II	2,3,4,5
02	Type III	6, 7, 8
03	Type IV	9,10,11

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) 3/10/2023

Distribution to:

1. Institute web site
2. Admin E-office

PROFORMA

Application for allotment of Residential Quarter in response to the circular
F.No.4(8)/2022/[Unified Waiting List-Qrts./Estate](#) Date 03.10.2023

01	Name and designation	
02	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:
Place:

Signature:
Name:

PROFORMA

Application for allotment of Residential Quarter Type III, II

(on one step higher entitlement)

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

1	Name and designation	
2	Level in the pay matrix as on 01.01.2023	
3	Entitled type of quarters	
4	Date of entry in ICAR/ Central or State/ University service	
5	Date of Retirement	
6	Type of Quarters presently occupied	

Undertaking

I,..... (Name) undertake and agreed that I will be deemed to be vacated within 15 days as and when eligible person applied for Type III quarters, failing which, I agreed to pay damaged rent as per rules.

Date :

Signature:

Place: