

I/150441/2024



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(2)/2024-Allotment/Estate

Date 21.06.2024

### **CIRCULAR**

Due to surplus accommodations available in Type III quarters, the Competent Authority of this Institute has been pleased to invite applications from the Eligible & Non-eligible applicants (on one step above category) for Type III quarters.

Following conditions will be applicable for the applicants on one step higher category:

1. An undertaking has to be submitted from the allotted applicant.
2. The quarters will be deemed to be vacated within 15 days as and when eligible person applied. The junior most person (as per ICAR Service) in the non-entitled category will be vacated initially, failing which, damaged rent will be levied as per rules.
3. Application for one step higher category will be considered only for the applicants, those who will be reaching the eligible pay level of the higher type quarters before his/her retirement.

Applications should be reached to this office through e-office on or before 27.6.2024.

This is issued with the approval of the Competent Authority.

**Asst. Administrative Officer (Estate)**

Distribution to:

1. Institute web site
2. Admin E-office

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**PROFORMA**

## Application for allotment of Residential Quarter

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)	

Date:

Place:

Signature:  
Name: