

**ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE, AVIKANAGAR**  
**Director's Cell(DPC)**

No.1 (25) ES/2005/Vol.V/625

Date: 13.02.2020

**CIRCULAR**

Applications are invited for allotment/change of quarter at CSWRI Avikanagar campus in enclosed Performa. The employees who have applied earlier and given applications for allotment/change are also requested to apply again otherwise the name will not be included in the fresh list. The application received after 29.02.2020 will not be entertained. The allotment/Change processes will be governed as per Government of India/I.C.A.R rules strictly.

Following information may be noted before applying for quarter.

1. *Applications from employees of the State/Central government/K.V should be routed through their controlling authority to consider and the same who are allotted quarter should pay HRA, licence fee etc monthly, otherwise Legal action may be initiated against him.*
2. *Application of Contractual staff/Private Persons will not be considered under any circumstances.*
3. *Applicants may provide choices/ preference from enclosed vacant list of quarters. It must be noted that, Non ICAR-CSWRI applicant is required to attach his/her certified pay slip by their competent authority along with the application.*

Further, it is also requested to all the HOD'S, Section in-charges, kindly circulate this circular to all staff of their control please.

  
(Durga Lal Verma)

Assistant Administrative Officer

**Encl: Performa for Allotment/ Change with list of vacant Quarter.**

**ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE AVIKANAGAR**

**PROFORMA APPLICATION FOR ALLOTMENT OF QUARTER/CHANGE OF QUARTER**

|     |   |  |
|-----|---|--|
| 1.  | Name of applicant with Contact Number and e-mail.   |  |
| 2.  | Designation and Office address with Head/In-charge Contact number.                            |  |
| 3.  | Basic Pay (Excluding NPA) and level pay as per 7 <sup>th</sup> CPC.                           |  |
| 4.  | Grade pay.  |  |
| 5.  | Copy of Latest pay slip to be attached for Non-ICAR-CSWRI applicant                           |  |
| 6.  | Date of appointment in ICAR/K.V   |  |
| 7.  | Date of birth of employee's   |  |
| 8.  | Whether applicant belong to SC/ST Community, YES/NO (If yes, write the category)              |  |
| 9.  | Quarter No. in which at present he is residing.(Yes/No) (if yes, With the date of occupation) |  |
| 10. | Have change any quarter earlier in the same category with date .(Yes/No)                      |  |
| 11. | Indicating the number of preferences/ Choices of quarters for allotment:-                     |  |

*This is certified that I have not availed the facility of change of quarter earlier in the same type category and above all filled information is correct. If any misleading information found, legal action may be taken.*

Signature of applicant

**Note:** - All information's demanded from S.No. 1 to 11 is mandatory, otherwise application will be rejected on the ground of incomplete application.

List of vacant quarter for choices:-

| Sl.no | TYPE     | Quarter number | Quarters Condition                                   |
|-------|----------|----------------|--|
| 1.    | Type-I   | 01             | Good   |
| 2.    | Type-II  | 29             | Good   |
| 3.    | Type-II  | 41             | <b>To be vacated by Ranu Meena, M.O., Chandsen</b>   |
| 4.    | Type-II  | 45             | Good   |
| 5.    | Type-III | 11             | Good   |
| 6.    | Type-III | 13             | Good   |
| 7.    | Type-III | 15             | Good   |
| 8.    | Type-III | 40             | Good   |
| 9.    | Type-III | 44             | Good   |
| 10.   | Type-III | 46             | Good   |
| 11.   | Type-IV  | 9              | Good   |
| 12.   | Type-IV  | 11             | Good   |
| 13.   | Type-IV  | 25             | Good   |
| 14.   | Type-IV  | 26             | Good   |
| 15.   | Type-IV  | 28             | Good   |
| 16.   | Type-IV  | 41             | Good   |
| 17.   | Type-IV  | 42             | Good   |
| 18.   | Type-IV  | 45             | <b>To be vacated by Sh. K. S. Tanwar, Sr. F.A.O.</b> |
| 19.   | Type-IV  | 46             | Good   |
| 20.   | Type-IV  | 53             | Good   |
| 21.   | Type-IV  | 54             | Good   |