

**OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT) PUNJAB, CHANDIGARH.**

**CIRCULAR**

Office Order No. EMS/Fresh Applications/T-I to T-IV/2021-22/05

Date: 25-02-2022

**Subject: Inviting fresh applications/bids for the allotment/change of quarter of Government accommodation in the Audit Pool Colony**

1. In accordance with the provisions of Rule 6 of the Allotment of Government Residences (IA&AD) Rules, 2021, fresh applications for allotment as per bidding for eligible category and one category below the eligible category (both for fresh allotment and change of quarter) of quarters in the Audit Pool Colony are invited in accordance with the rules with regard to preference of the applicants through bid form.

**2. List of Vacant Quarters for all categories:**

Type	Quarter Nos.
I	2105,2130,2128,2148,2081,2083,2099,2114,2117,2126,2146,2102,2035,2081B,2149B,2037A,2129B,2136B,2083B,2108B,2036B,2082B,2141A,2032,2119B,2109A,2141,2080A,2147A,2146A,2116B,2086A,2118B
II	1519,1438B,1445B,1387B,1257A,1267A,2165B,2154B,1416B,1434B,2096B,1264B,1475B,1373A,2166B,2090B,1264,1444B,1543B,2177B,2186B,1542B,1370,1496,1564B,1509B,1390B,1368B,1442B,1444A,2096A,1493B,2171B,1367A,1401A,2158,1426B,1533,1460B,1433B,1544B,2044B,2072B,1549B,1486,1459A,1265B,1531B,1524B,1539B,1420B,1374B,1514,1254B,1508B,1522A,1405B,2176B,1526,2044A,1530B,1552A,1486A,1561,1401,1536B,1491B,2091A,1409B
III	1172,1246,1252B,1150B,1181B,1114B,1199B,1294B,1198B,1142B,1188B,1240B,1356A,1281B,1186A,1344B,1197,1293A,1088B,1247A,1304A,1201,1347B,1098A,1244,1135A,1195,1159,1305B,1353,1320,1222B,1144B,1309,1352B,1354,1135B,1143A,1340,1244A,1278,1270B,1101A,1216B,1245A,1124A,1324B,1103A,1285,1184B,1342B,1356,1136B,1130
IV	2142, 2136A

**3. List of Vacant Quarters \*Reserved for SC/ST/LM/LS/PH applicants:**

Type	Quarter Nos.
I	SC APPLICANTS - 2137,2038B ST APPLICANTS - 2138 LM APPLICANTS - 2133 LS APPLICANTS - Nil PH APPLICANTS - 2107
II	SC APPLICANTS - 1550B, 2152B, 1501A, 2163A, 1480B, 1466B ST APPLICANTS - 1467A, 2168A LM APPLICANTS - 1557A, 1392B, 1454B LS APPLICANTS- 1396B,2074B PH APPLICANTS - 2182B, 2094B, 1486B,1517
III	SC APPLICANTS - 1133A,1096A ST APPLICANTS - 1354A LM APPLICANTS - 1360A,1360B LS APPLICANTS- 1183B PH APPLICANTS - 1235B,1198A,1354B
IV	No reservation, as less than 10 numbers of quarters are available.

\*SC=SCHEDULE CASTE, ST=SCHEDULE TRIBE, LM=LADY MARRIED, LS=LADY SINGLE (INCLUDING WIDOW), PH= PHYSICALLY HANDICAPPED  
HOWEVER, RESERVED CATEGORY APPLICANTS CAN BID FOR OTHER QUARTERS ALSO.

4. All the applicants are advised to bid for maximum quarters (i.e. 05) for increasing the probability of allotment of Government Accommodation.

5. Copy of format of application along with quarters for bidding in each category, is enclosed with the office order.
6. The new applicants or those applicants who want to apply for change of quarter are required to fill the prescribed form and submit the duly filled up form to their respective Welfare Section by **14-03-2022** positively. The Welfare Section after verifying the details of information of the applicant mentioned in the form duly signed and stamped by the Welfare Officer/Sr. AO (Admn.), will submit all the applications to Estate Management Section, office of the Pr. Accountant General (Audit), Punjab, Plot No. 21, Sector 17-E, Chandigarh by **21-03-2022**, positively.
7. Those applicants who had applied for allotment/change of quarter prior to this circular and are awaiting allotment must also apply afresh through bid.
8. All fields in the application form are mandatory and compulsorily to be filled. The Welfare Section should ensure that all fields are duly filled in. Incomplete application form will be returned back to respective Welfare Section and will not be considered for allotment.
9. The entitlement of each applicant shall be determined with reference to his/her Level in the pay matrix/ Grade Pay (Pre-revised) as on **01.01.2022**, as follows:-

Type of Residence	Pre-revised Grade Pay/Basic Pay (Rs) (6 <sup>th</sup> CPC)	Level in the pay matrix (7 <sup>th</sup> CPC)
I	1300, 1400, 1600, 1650, 1800	1
II	1900, 2000, 2400, 2800	2, 3, 4, 5
III	4200, 4600, 4800	6, 7, 8
IV	5400, 6600	9, 10, 11

10. The Officers/Officials who happen to be on leave/Tour etc. may be informed suitably about the contents of this circular. Such officials may be advised to submit their application within the prescribed period. As no application will be entertained after the prescribed date, it would be duty of the respective Officer of concerned office to ensure that the contents of this circular are conveyed to the concerned Officers/Officials.
11. The applicants will be responsible to ensure that their applications (**along with bid forms**) are submitted on or before due date. No request in this regard, whatsoever, shall be entertained afterwards.
12. After the completion of the process of verification and forwarding of applications by the welfare Section of respective offices, priority list for each category will be prepared as per the Allotment of Government Residences (IA&AD) Rules, 2021.



No. EMS/Fresh Applications/T-I to T-IV/2021-22/1645-1652 Date: 25-02-2022

- 1 Sr. Audit Officer (Admn.), O/o the Director General of Audit (Central), Chandigarh.
- 2 Welfare Officer, O/o the Pr. Accountant General (A&E) Punjab & UT, Chandigarh.
- 3 Welfare Officer, O/o the Pr. Accountant General (Audit) Punjab, Chandigarh
- 4 Welfare Officer, O/o the Accountant General (A&E) Haryana, Sector 33-B, Chandigarh.

- 5 Welfare Officer, O/o the Pr. Accountant General (Audit) Haryana, Sector 33-B, Chandigarh.
- 6 Sr. Accounts Officer (Admn.), O/o PAG (A&E) UT, Sub-office, Chandigarh.
- 7 Notice Board.
- 8 Office Order File.

It is requested to give vide publicity to this circular. The Officers/Officials on long leave or on tour should be informed specifically.

कालिका.  
25/02/2022

Sr. Audit Officer  
(Estate Management Section)

kindly circulate  
[Signature]  
25/02/2022

**APPLICATION FOR ALLOTMENT/CHANGE OF RESIDENTIAL ACCOMMODATION  
IN THE AUDIT POOL COLONY FOR TYPE I to IV FOR THE BIDDING CYCLE**

*Submission of application form is mandatory for all applicants. The officer/official already having possession of Government Accommodation in Audit Pool Colony cannot apply afresh for the same category (except change category).*

Please mention the applicable option as “**Yes**” in the column below

<b>Application for fresh allotment</b>	
<b>Application for change of quarter</b>	

<b>Dates at a glance</b>		Applicant to affix recent 'Family Photograph' here.
Last date for submission of form by applicant to Welfare Section	<b>14-03-2022</b>	
Last date for submission of forms by Welfare Section to EMS	<b>21-03-2022</b>	

**TO BE FILED IN BY APPLICANT**  
(All Fields are Mandatory)

S.NO		PARTICULARS						
1		Name (in block letters)						
2		Designation						
3		Office						
4	a	Employee Code (7 digits)						
	b	Previous Employee Code (if applicable)						
5		Website User ID (If allotted)						
6	a	Grade Pay as on 01-01-2022						
	b	Present Pay Level as per 7 <sup>th</sup> CPC						
	c	Present Basic Pay						
	d	Date from which continuously employed under current office.						
	e	Date from which continuously employed under Central/State Government including foreign service. (If different from above column, attach proof).						
	f	Date from which continuously posted at Chandigarh station						
	g	Date of completion of probation/confirmation						
7	a	Date of Birth						
	b	Date of superannuation						
8	a	Sex (Male /Female)						
	b	Category [Kindly tick (✓) only one correct category]	GEN	SC	ST	LS	LM	PH

										(including widow)		
9		E mail address										
10		Mobile number										
11		Aadhaar No.										
12		PAN No.										
13		Whether temporary/permanent										
14		Details of any Govt. accommodation occupied by you/your spouse (if applicable)										
15		Number of family members residing with you who will continue to do so after the allotment of Government Accommodation										

Name of member	Age	Sex	Relationship of allottee	Whether employed	Where employed

**(Note: Combined photograph of the whole family be submitted/pasted)**

16	a	Have you ever been found to sublet government residence (yes /no )	
	b	If yes, have you been debarred from allotment of government residence (yes/no )	
	c	If yes, up to which date	
	d	Have you ever been allotted quarter in the same category you are applying for, under the change option (yes /no )	

**DECLARATION**

I	I solemnly affirm and declare that the information given above is correct to the best of my knowledge and no part thereof is false or concealed.
II	I shall abide by the provisions of the Allotment of Government Residences(IA&AD) Rules,2021 and MSO(Estates) as amended from time to time.
III	I am aware of the penalties to be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type or furnishing false information.
IV	I am working in eligible office.
V	I also understand that the preference for allotment of quarter/for change of quarter (as per bid from) will be subject to availability and date of priority of applicants. Decision of Estate Officer shall be final and binding in this regard.
VI	I shall at any time prefer change of quarter (whenever applications are called for) only after possession of quarter in the same category.

**Signature along with full name of the applicant**  
**Section:**  
**Office:**  
**Date:**  
**Contact No.**

**To be filled in by the forwarding Officer**  
(Welfare Officer/Administrative Officer)

Office \_\_\_\_\_

Place of duty of the applicant \_\_\_\_\_

Certified that particulars are forwarded by the applicant have been verified from records and found correct. It is also certified that the applicant is employed in an eligible office.

Endst. No \_\_\_\_\_ Dated \_\_\_\_\_

Signature of W.O./ Administrative Officer  
(with date and office seal)

**INSTRUCTIONS:-**

1. Please fill up the form in **BLOCK LETTERS** only
2. Fill dates as day (01-31), month (01-12) & year (2005) in the format DD-MM-YYYY
3. Please tick ( ) where ever required to do so.
4. Pools have been coded as follows:  
    **GEN**: General      **SC** : Schedule Caste      **ST** : Schedule Tribe      **LS** : Lady single  
    **LM** : Lady Married      **PH**: Physically Handicapped
5. Please ensure that the application is complete in all respect, signed by the applicant and forwarded & stamped by the forwarding officer of your office.
6. **The allottees who have already been allotted any quarter in the past in change category under same type of accommodation, are ineligible to apply for change of accommodation.**
7. If any allottee fails to accept the allotment of a residential accommodation within **08** days from the date of allotment or fails to take possession of that accommodation within **05** working days shall be debarred for a period of **03 months** from the date of non acceptance of allotment subject to payment of **01** month's licence fee for that type of accommodation.
8. If an allottee occupying a lower type of accommodation refuses to accept the offer of an accommodation of the entitled category, shall not be eligible for another allotment for a period of **06 months** from the date of non acceptance of such allotment.
9. No application shall be entertained for fresh/change of accommodation within **06 months** of the date of superannuation.
10. An allottee who surrenders the accommodation shall not be considered again for allotment of accommodation at the same station for a period of **01 year** from the date of such surrender.
11. In case of any query the applicant can visit the Estate Management Section (EMS) between **3:00 PM to 4:30 PM** on all working days.

# APPLICATION FOR BIDDING

*Submission of application form is mandatory for all applicants. The officer/official already having possession of Government Accommodation cannot apply afresh for the same category (except change category).*

Dates at a glance	
Last date for submission of form by applicant to Welfare Section	14-03-2022
Last date for submission of forms by Welfare Section to EMS	21-03-2022

## TO BE FILED IN BY APPLICANT

(All Fields are Mandatory)

S.NO	PARTICULARS				
1	Name (in block letters)				
2	Designation				
3	Office				
4	Pay Level				
5	*Category (General/SC/ST/LM/LS/PH)				
6	Employee Code (7 digits)				
7	Preference of Quarters from the vacant quarters mentioned in the Circular (Total 05 preference may be given including eligible category and one below category)				
	1. (please mention quarter no.)	2. (please mention quarter no.)	3.(please mention quarter no.)	4. (please mention quarter no.)	5. (please mention quarter no.)
8	In case you are not allotted quarter as per your preference, will you accept any other quarter allotted by the Estate Officer, as per your priority? (Please mention 'Yes' or 'No')				

**NOTE:** Only one change shall be allowed in the same type of accommodation to the allottee, as per Rule 13(1)(ii) of the Allotment of Government Residences (IA&AD) Rules, 2021

Signature along with full name of the applicant