

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

Office Order No. EMS/I/1000976/2025

Dated: 06-06-2025

Subject: Inviting fresh applications/ bids for the allotment/ change of quarters of Government accommodation in the Audit Pool Colony, Sector 41/42, Chandigarh.

1. In accordance with the provisions of Rule 6 of the Allotment of Government Residences (IA&AD) Rules 2021, fresh applications for allotment/change of quarters in the Audit Pool Colony, Sector 41/42, Chandigarh are invited for **eligible category** and **one category below** the eligible category of quarters in the prescribed proforma of bidding (attached), having five preferences to be filled in by the applicants among the quarters mentioned in the table in the next paragraph.

2. List of Vacant Quarters for UR categories:

Type	Quarter Nos.
I	2081B, 2108B, 2035B, 2117, 2106A, 2137B, 2099, 2148B, 2115B, 2137, 2084A, 2101B, 2085B, 2133B, 2108A, 2148, 2127B, 2086, 2084B, 2106, 2119A, 2118A, 2139A, 2144A, 2142B, 2127A, 2115A, 2032B, 2131A, 2082B, 2107, 2098A, 2112A, 2126A, 2135B (Total 35)
II	1539B, 1540B, 1557B, 1258B, 1545B, 1439B, 1544B, 1403B, 1404A, 1405A, 1515A, 1209B, 2043B, 1370A, 1260A, 2094A, 1429B, 1519A, 2042B, 1483A, 2150B, 1513A, 1401A, 1461A, 1393B, 1546A, 1397B, 2178A, 1474B, 1479A, 1255A, 1451B, 1532B, 1264A, 2162B, 1442A, 2177A, 2183B, 1452B, 1394B, 1415B, 1456B, 1512A, 1426B, 1388B, 2091B, 1469B, 1511B, 2122B, 2071A, 2169B, 2093A, 1450B, 1214A, 1478B, 1259B (Total 56)
III	1150B, 1148B, 1179B, 1172B, 1199B, 1189B, 1165B, 1180B, 1193B, 1134B, 1139B, 1295B, 1358B, 1245B, 1269A, 1173B, 1329A, 1341A, 1201B, 1198B, 1135B, 1181B, 1175A, 1325B, 1129B, 1323A, 1190A, 1189A, 1294B, 1353B, 1088A, 1182A, 1112A, 1216A, 1291A, 1307B, 1251B, 1155A, 1185B, 1330B, 1315B, 1234B, 1320A, 1122A, 1338A, 1240B, 1321B, 1224B, 1280B, 1141A, 1092A, 1328A (Total 52)
IV	2134A, 2137A, 2143B, 2140B, 2150A (Total 05)

3. List of Vacant Quarters for reserved categories (SC/ST/PH/LM/LS)

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Type	Quarter Nos.
I	SC APPLICANTS -2102B, 2126B, 2144B ST APPLICANTS - 2113B LM APPLICANTS -2106B, 2036A LS APPLICANTS - Nil PH APPLICANTS -2102, 2101 Total: 08
II	SC APPLICANTS -1510B, 1470A, 2180B, 1467B ST APPLICANTS - 1429A, 2155B LM APPLICANTS -2176B, 1459B LS APPLICANTS - 2097A PH APPLICANTS - 1446A, 2166A, 1206A Total: 12
III	SC APPLICANTS - 1316A, 1159B ST APPLICANTS - Nil LM APPLICANTS -1095A, 1194B LS APPLICANTS - Nil PH APPLICANTS - 1248A, 1221A Total: 06
IV	Reservation (5%) is not being followed, as only five quarters are under bid.

*SC=SCHEDULED CASTE, ST=SCHEDULED TRIBE, LM=LADY MARRIED, LS=LADY SINGLE (INCLUDING WIDOW), PH= PHYSICALLY HANDICAPPED

*THE RESERVED CATEGORY APPLICANTS CAN BID FOR OTHER QUARTERS ALSO.

4. Copy of format of application along with proforma for bidding is enclosed with this circular.
5. **All temporary allottees must participate in the current bid and apply for the entitled category quarters as well as one category below entitlement including the quarter in which he/she is currently residing. In case of non-allotment of any quarter in bid, he/she will have to vacate the temporarily allotted quarter else he/she shall be treated as unauthorized occupant under Public Premises (Eviction of unauthorized occupants) Act, 1971.**
6. Those applicants who had applied for allotment/change of quarter prior to this circular and are awaiting allotment must also apply afresh through this bid.
7. All the applicants are advised to bid for **maximum quarters (i.e. 05)** to increase the probability of allotment of Government Accommodation as per their choice.
8. All fields in the application form are mandatory and compulsorily

to be filled in. Hence, all the applicants are advised to fill all the details in the relevant column/space provided for the purpose, any wrong/incomplete information in the application form shall be liable to be **rejected**.

9. The new applicants or those applicants who want to apply for change of quarter are required to fill in the prescribed form and submit the duly filled up form to their respective Welfare Section by **25/06/2025** positively.
10. The concerned Welfare Sections after verifying the details filled in by the applicants (along with the supporting documents, if applied under reserved category), duly signed and stamped by the Welfare Officer/Sr. AO (Admn.), will forward all the applications to Estate Management Section (EMS) of this office by **04/07/2025**, positively.
11. The respective Welfare Sections should ensure that all fields are duly filled in by the applicants and the family photograph (who are/will be residing with the applicant) must be pasted on the specified space. Incomplete application form will be returned to respective Welfare Sections and will not be considered for allotment.
12. The entitlement of type of quarter shall be determined with reference to **Level** in the pay matrix/ Grade Pay (Pre-revised) on the date of issue of this circular, as follows:

Type of Residence	Pre-revised Grade Pay (as per 6 th CPC) (Rs)	Level in the pay matrix (as per 7 th 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

12. **The concerned offices are requested to give wide publicity of this circular especially to the officers/officials** who happen to be on leave/tour etc. so that such officials may also submit their applications within the prescribed date. As no application will be entertained after the prescribed date, it would be responsibility of the respective officer of concerned office to ensure that the contents of this circular are conveyed to all the officers/officials of their offices.

13. 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.

14. 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 for allotment as per the Allotment of Government Residences (IA&AD) Rules, 2021.

PUSHPENDRA GEHLOT

**No. EMS/I/1000976/2025
2025**

**Estate Officer
Dated: 06-06-**

1. Sr. Audit Officer (Admn.), O/o DGA (Central), Chandigarh.
2. Sr. Accounts Officer (Welfare), O/o A.G. (A&E) Punjab & UT, Chandigarh.
3. Welfare Officer, O/o PAG (Audit) Punjab, Chandigarh
4. Sr. Accounts Officer (Welfare), O/o PAG (A&E) Haryana, Chandigarh.
5. Sr. Audit Officer (Welfare), O/o PAG (Audit) Haryana, Chandigarh.
6. Sr. Audit Officer (Admn), O/o DGA (Agriculture, Food and Water Resources).
7. Notice Boards.

Sr. Audit Officer (EMS)

**APPLICATION FORM FOR ALLOTMENT/CHANGE OF RESIDENTIAL ACCOMMODATION FOR
TYPE-I to IV IN AUDIT POOL COLONY, CHNADIGARH**

Note: Application form with wrong/incomplete information shall be liable to be rejected.

Dates at a glance		Applicant must affix recent photograph along with family members here who will be residing in the accommodation.
Last date for submission of forms by applicants to Welfare Section of respective offices	25-06-2025	
Last date for submission of forms by Welfare Section to EMS	04-07-2025	

**TO BE FILLED IN BY APPLICANT
(All fields are mandatory)**

Part-A

Whether applied for fresh accommodation or change of accommodation in same category (Please mark ✓)	Fresh	Change
If applied for change in same category, please specify the reason		

Part-B

Sr. No.		PARTICULARS	DETAILS									
1.		Name (in block letters)										
2.		Designation										
3.	a	Office										
	b	Section										
4.		Employee Code (<i>Alphanumeric</i>)										
5.		Website User ID (<i>If allotted</i>)										
6.	a	Present residential accommodation if allotted in Audit Pool Colony (<i>APC</i>)	Quarter No.				Type					
	b	Present residential accommodation if not residing in Audit Pool Colony										
c	Your entitlement of accommodation as per your Pay Level (<i>Refer to circular</i>)											
7.	a	Whether change availed in existing type of accommodation (<i>Yes/No</i>)										
	b	If yes, please mention Quarter No. and type allotted before availing change in existing type	Quarter No.				Type					
8.	a	Present Grade Pay as per 6 th CPC										
	b	Present Pay Level (as per 7 th CPC)										
	c	Present Basic Pay (as per 7 th CPC)										
	d	Date from which continuously employed in Central/State Government										
	e	Date from which continuously posted at Chandigarh Station										
	f	In case of Ex-servicemen, please give details of Defense Services (<i>Please also attach relevant documents</i>)	Name of Force									
Length of Service (Years-Months-Days)												
From (DOJ)				To (DOR)								
9.	a	Date of Birth (dd/mm/yyyy)										
	b	Date of										

		Superannuation/Retirement(dd/mm/yyyy) from present service					
10.	a	Sex (Male /Female)					
	b	Marital Status	Single	Unmarried	Widow	Widower	Divorcee
			Married (Yes/No)				
	c	Category	General	SC	ST	PH	
11.		E-mail address (official)					
12.		Mobile number					
13.		Aadhaar No.					
14.		PAN No.					
15.		Service Status (Whether temporary/permanent)					
16.	a.	Whether your spouse or dependent occupying accommodation by any Govt/General Pool/Audit Pool Colony (APC) Chandigarh (Yes/No)? If yes, please give following details:					
	b.	Name of allottee and relationship with the employee					
		Name of Department/Government with office address in which your spouse or dependent is allotted accommodation					
		Address of accommodation					
		Date of allotment					
17.	Details of family members who will reside with allottee in Government Accommodation in APC						
	Sr. No.	Name of family members	Date of Birth	Relationship of allottee	Whether employed (Yes/No)	Address of office where employed	

(Note: Combined photograph of the allottee with family members to be resided in the accommodation, be pasted as specified)

18.	a.	Have you ever been found to have sublet government accommodation (Yes /No)?	
	b.	If yes, have you been debarred from allotment of government residence (Yes/No)?	
	c.	If yes, please mention period i.e. Up to which you have been debarred?	

19.	Category under which applied?	GP	SC	ST	LM	LS	PH
20.	In case of PH, please mention sub-categories, OH, DH						

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 CAG's Manual of Standing Orders 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 or change of quarter (as per Bid Form) will subject to availability and date of priority of applicants. Decision of Estate Officer shall be final and binding in this regard.
VI	I shall prefer to apply for change of quarter, if required, only after taking possession of allotted quarter in the same category.

Date: _____

Signature _____

Place _____

Name _____

Mobile No. _____

Employee code _____

Official Email ID: _____

Office: _____

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

Office _____ Place of duty of the applicant _____

Certified that particulars as filled in 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. Please tick (✓) where ever required to do so.
3. Acronyms used in the form are as under:
APC: Audit Pool Colony; General Pool; SC: Scheduled Caste; ST: Scheduled Tribe; LM: Lady Married; LS: Lady Single (including Widow); PH: Physically Handicapped; OH: Ortho Handicapped; VH: Visual Handicapped; DH: Deaf Handicapped.
4. Please ensure that the application is complete in all respect, signed by the applicant and forwarded & stamped by the forwarding officer of your office failing which, application form shall be liable to be rejected.
5. In case of any query the applicant can visit the Estate Management Section between 3:00 PM to 4:30 PM on all working days.
6. Applicants claiming reservation must attach all relevant documents in case of SC/ST/PH/Ex-Servicemen etc.
7. An applicant, who has failed to accept allotment/possession letter within specified time during last bidding cycle, shall be debarred for a period of three months (from the date of allotment letter) and such applicant will not be eligible to apply before the expiry of the period of debarment.
8. An allottee occupying a lower type of accommodation who has failed to accept the offer of accommodation of his entitled type, such applicant shall be debarred for a period of six months (from the date of allotment) and will not be eligible to apply before the expiry of the period of debarment.
9. An allottee, who surrenders the accommodation shall not be considered again for allotment of accommodation at the same station for a period of one year from the date of such surrender.
10. Only one change shall be allowed in the same type of accommodation, hence, applicants who have availed change in same type, need not to apply for change in same category.

For more detail, please refer "Allotment of Government Residences (IA&AD) Rules, 2021" available online.

Part-C**BIDDING FORM TO BE FILLED IN BY ALL APPLICANTS (FRESH/CHANGE ALLOTMENT)**

Submission of bidding 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 if not availed).

Dates at a glance	
Last date for submission of form by applicant to Welfare Section	25-06-2025
Last date for submission of forms by Welfare Section to EMS	04-07-2025

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

Sr. No.	PARTICULARS	DETAILS								
1.	Name (in block letters)									
2.	Designation									
3.	Employee ID (Alphanumeric)									
4.	Office									
5.	Present Pay Level and Present Basic Pay (as per 7 th CPC)									
6.	Category(GP/SC/ST/LM/LS/PH)*									
7.	Preferences of quarters out of the vacant quarters mentioned in the circular (Total 5 preferences may be given in eligible category and/or one below category)									
	1.		2.		3.		4.		5.	
	Qtr. No.	Type	Qtr. No.	Type	Qtr. No.	Type	Qtr. No.	Type	Qtr. No.	Type
8\$.	In case you are not allotted quarter as per your preferences, will you accept any other quarter allotted by Estate Officer as per your seniority in priority list** (Yes/No)									

* (GP=GENERAL POOL; SC=SCHEDULED CASTE; ST=SCHEDULED TRIBE, LM=LADY MARRIED, LS=LADY SINGLE (INCLUDING WIDOW), PH= PHYSICALLY HANDICAPPED)

** In case 'YES' is filled under point-8 option, the application shall be considered for allotment first in the entitled category and then one below category of accommodation (if opted).

\$ Point 8 may be ignored, in case of applying for change of quarter.

Date: _____

Signature _____

Place _____

Name _____

Mobile No. _____

Employee code _____

Official Email ID: _____

Office: _____