

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)**  
**TRIPURA :::: AGARTALA**

**FORM FOR APPLICATION FOR ALLOTMENT/CHANGE OF GOVERNMENT QUARTER**

1. Name of the Government Servant :  
(In Block Letter)
2. Designation :
3. Whether SC/ST :
4. Section/Department to which posted :
5. Monthly emoluments : Pay and Pay Level
6. Whether permanent/temporary (in :  
case of temporary, Security Bond  
duly executed by a permanent  
employees should be attached)
7. Date of joining Govt. Service :
8. Date of joining present office :
9. Date of birth :
10. Whether ExSM? If yes, date of :  
joining and date of release
11. In case of change of quarter, details :  
of present quarter?
12. Particulars of members of family  
and their relationship with the  
applicants

Sl. No.	Name	Age	Relation
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(a) Whether a house is owned at Agartala:

His/her in his/her own name : Yes/No

His/her wife/husband or any dependent child : Yes/No

His/her father, mother or any other dependent relation : Yes/No

(b) Particulars of the house (viz, House No. Mohalla, Street/No. Locality etc) may be given alongwith in this connection to para 2 of Govt. of India, Ministry of works & Housing, New Delhi OM No. 12031 (18)/77-Pol.II dated 14.07.1977 (extract given). The information and certificates desired therein may also be supplied by House owing officials.

14. Within 8 KM radius of the office of the Principal Accountant General, Tripura Yes No
15. State whether the officer himself/wife/husband of the applicant has already been allotted a State/Central Govt. Residence. If so, give full particulars of such allotment viz. Qtr. No. allotted & date of allotment etc.

16.

<b><u>Types of Residence</u></b>	<b><u>Pre-revised Grade Pay/Basic Pay (₹) (6<sup>th</sup> CPC)</u></b>	<b><u>Level in the pay matrix. (7<sup>th</sup> CPC)</u></b>
I	₹1300, ₹1400, ₹1600, ₹1650 and ₹1800	1
II	₹1900, ₹2000, ₹2400 and ₹2800	2,3,4,5,
III	₹4200, ₹4600 and ₹4800	6,7,8
IV	₹5400 to ₹6600	9,10,11
IV (Special)	₹6600	11
V	₹7600, ₹8000, ₹8700, and ₹8900	12, 13, 13A
VI	₹10,000 and above	14 and above

17. Whether willing for allotment of a quarter one type below his/her entitlement Yes No.

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Signature of Applicant

\* The income from the house will mean the rent received by the owners where the house has been given on lease. Whether, however, the house has not been given on lease. Income will mean the rent which is taken into account by the municipal bodies for the purpose of determining house tax etc. while it is for the authority controlling the Government residential accommodation to satisfy itself about the correctness of the income of an officer from his house, the following documents may be considered for the purpose.

- Whether the house has been given on lease, the lease deed.
- House tax receipt in original.

It would also be desirable to get a certificate from the officer concerned to the effect that the documents produced by him related to all the houses owned by his/her wife/husband or by his/her depended children at the place of his/her posting. An undertaking should also be obtained to the effect that the officer will be responsible to intimate whenever there is an increase in the rent he received from his private house. In case the officer has only a share in a Hindu Undivided family house or in a joint property and the officer share is not a separate unit, the income for the purpose of this order may be taken to the proportionate share of the officer, his/her spouse and the dependent children in the total income from the whole property.