



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL GOODS AND SERVICE TAX
AND CENTRAL EXCISE**

CHENNAI NORTH COMMISSIONERATE

26/1, Mahathma Gandhi Road, Nungambakkam, Chennai 600 034

C.No.IV/16/18/2018-PF-IV

Date: 06.07.2018

CIRCULAR

**Sub:- Departmental Pool Quarters Type I to III – Allotment period 2019 -2020
applications – Calling for –regarding.**

Applications are invited from the officers and staff working in Chennai station who are desirous of seeking allotment/change of quarters during the allotment period for the following types of departmental pool quarters in Chennai which may fall vacant :-

Type of Accommodation	Place of Accommodation	Licence Fee (Rs.) + Maintenance Charge
Type I	Anna Nagar	150+10
Type II	Anna Nagar	310+10
Type III	Anna Nagar Shanthi Colony Mogappair	470+10 470+75 470+75

1. The priority date for fresh application in Type I to Type III shall be the date of entry in to government service and the date of priority for change application for change application for Type I TO Type III shall be the date of submission of change application (first come first served basis.)
2. Applications are invited from eligible officials/officers seeking allotment to the above said accommodations. (Application for fresh and change may be downloaded from the departmental website – Kalal Chennai)
3. All the pending application received during the year 2018 will stand lapsed on 31.12.2018. Hence those who have already applied for fresh allotment / change of accommodation upto 31.12.2018 and have not been allotted so far, are also required to send fresh application.
4. Separate applications have to be sent by Govt. Servants who are desirous of seeking allotment "Under One Below/Above" Rule. The words, "One below Rule / One above Rule" wherever applicable must be written clearly on the top of the application form in BOLD LETTERS.
5. Allotment under "one above" / "one below" depends upon the vacancy and waiting list in the category.

6. Separate applications have also to be sent by those Govt. servants who are now occupying quarters under "One Below" Rule and are desirous of seeking allotment of eligible type.
7. Before forwarding the applications, the DDOs concerned should scrutinize the application with reference to the date of entry into Govt. Service, the date from which the prescribed grade pay is drawn, pay and emoluments and other details as furnished in the application and certify to the effect.
8. Though while making allotment, efforts will be made to accommodate the place of choice, if any, indicated by the Government Servants, non-acceptance of allotment by a Government servant on this ground or otherwise, will render him/her ineligible for allotment for a period of one year from the date of allotment letter.
9. Subsequent change of office, if any, of the applicant/ spouse (in case employed) should be intimated to the Assistant Commissioner (P&V) by the individual so as to enable this office to forward allotment order / HRA recovery instructions accordingly.
10. In case any allotment has been made by the Assistant Estate Manager, Shastri Bhawan or any other Govt. Department and has been accepted by the official after the date of application for departmental pool, the same may be brought to the notice of this office by the DDOs.
11. Applications are also invited from officials seeking change of accommodation in the existing eligible Type. The basis of seniority for change of accommodation within the same type will be the date of receipt of application for change of quarters in this office for Type I to Type III. i.e., "first come first served basis. This applies both to inter-campus and intra-campus changes. Further, change of quarters shall be allowed only once in respect of one type of residence, applications for more than one change will not be entertained. Allottees occupying quarters under one above rule are not eligible for change of quarters in that type of quarters.
12. If any allottee is found to have sublet the accommodation, he / she is not eligible for allotment and the same will be cancelled without prior intimation. Any suppression of facts in the application would render the applicant liable for action under CCS (Conduct) Rule.
13. The due date for receipt for applications in this office will be 20th of every month. This should be strictly adhered to. Only those applications received from 01.01.2019 will be considered in the seniority list for the allotment year 2019-~~2020~~. Applications without the endorsement of the Administrative officer will be treated as invalid. Incomplete applications or applications not in the prescribed format will not be entertained.
14. This Circular may be given wide publicity amongst the officers and Staff including those on leave.



(RAJEEV KUMAR)
ADDITIONAL COMMISSIONER (P & V)
CHENNAI NORTH COMMISSIONERATE

Copy to:-
The Principal Commissioner of Central GST,
Chennai South/Outer Commissionerate,
Appeals-I / Appeals-II Commissionerate,
Audit-I / Audit-II Commissionerate.

Deputy / Assistant Commissioner,
All A.O (DDO), All Divisions, Chennai North Commissionerate.