

1
 DGM(IT)/224
 Dated. 01/05/09



DELHI TRANSCO LIMITED

(A Govt. of NCT Delhi Undertaking)

Housing Cell, 7th Floor Shakti Sadan, Kotla Road New Delhi-110002 Ph.23238646

No. F.DTL/1011/2009-Housing Cell/ 213

Date 27th April, 2009

Circular

Applications are invited on the prescribed format (enclosed) from the employees of Delhi Transco Limited only who are in regular service for preparing the priority list for allotment of quarters vacant or likely to fall vacant during the calendar year 2009 for different colonies of TRANSCO as well as those quarters received under inter pool-exchange basis from other entities.

S. No.	Name of Colony	Type of quarter
1.	Janak Puri (BSES Colony)	Type-II (one quarter only)
2.	New Kilokari Colony	Type-I, & II, only
3.	Old Kilokari Colony	Type-I, II, & III
4.	Timar Pur Colony	Type-I, II and III
5.	Najafgarh Colony	Type-I, II, III & IV
6.	Narela (NDPL Colony)	Type-III (only one quarter)
7.	Sarai Kale Khan (IPGCL Colony)	D-2, D-22 & A-18
8.	Sham Nath Marg	Type- V & VI
9.	Rewari Line	Type-I, II & III

Application forms duly filled up may be forwarded through the respective Sectional Heads so as to reach the Housing Cell of DTL latest by 29.05.2009.

Entitlement for various types of accommodation will be determined as per the basic pay drawn on 01.05.2009.

TYPES OF ACCOMMODATION

Type-I
 Type-II
 Type-III
 Type-IV
 Type-V *
 Type-VI & Type-VII *

*Available for Manager & above officers only

ELIGIBILITY

Less than Rs.4000/-
 Rs.4000-5499/-
 Rs.5500-8499/-
 Rs.8500-11999/-
 Rs.12000-18399/-
 Rs.18400 and above

A.M.(IT)

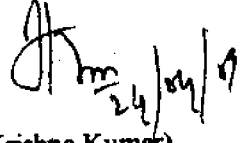
// 2 //

The prescribed application Form No.1 may be used for fresh allotment and Form No. 2 for exchange/shifting of Qtrs. in the said colonies. The forms can be obtained by the individuals or by Heads of Department /Sectional Heads from the office of Section Office (Housing), 7th floor, Room No. 704, Shakti Sadan, Rouse Avenue, Kotla Road, New Delhi -110002 on or before 29.05.2009. The priority list so prepared shall remain valid up to 31.12.2009.

It may be noted that the applicant is required to submit only one application for allotment of the quarter. In case more than one application is submitted by any employee then all such applications shall be rejected and the name of the applicant will not be included in any of the priority lists.

The applicant will also have to submit declaration/affidavit at the time of allotment that either he/she or any family member does not own a house in Delhi/ New Delhi.

This issues with the approval of the competent authority.


(K.V. Krishna Kumar)
Manager (HR/A)

Copy to:

1. PS To CMD
2. PS to Director (HR), Director (Opr.), Dir.(Finance)
3. All GM's / All DGM's
4. All Sectional Heads of Department with the request to bring the contents of this circular to the notice of all the employees working under them.
5. I.T. Deptt. for placing on the website of DTL.
6. All Notice Boards of DTL at Shakti Sadan / Lodhi Road/ Jhandewalan & DTL offices at Rajghat Power House.



DELHI TRANSCO LIMITED

(A Govt. of NCT Delhi Undertaking)

7th Floor Shakti Sadan, Kotla Road, New Delhi-110002

APPLICATION FOR ALLOTMENT OF RESIDENTIAL ACCOMMODATION

1. Name (in block letters) _____
2. Father's Name _____
3. Date of Birth _____
4. Employee No. _____
5. Present residential address _____
6. Date of appointment
(In case of Mazdoor/Khailassi etc.
the date of his regular appointment) _____
7. Designation _____
8. Department/ Section where posted with
complete location and postal address _____
9. Where, member S/Caste or S/Tribal _____
10. Status of present post held.
(i) Permanent _____
(ii) Temporary _____
(iii) Ad-hoc _____
11. Basic Pay as on 01.01.2009 _____
12. Name of colony (only one)
where accommodation is required _____
13. Where he /she own residential
house in the Union territory of Delhi.
(i) Under own occupation _____
(ii) Joint family holding/own _____
(iii) Let out on rent if so, the amount of rent _____

DECLARATION

1. It is declared that the information furnished by me is true to my knowledge and belief and nothing has been concealed. It is further declared that I shall abide by the rules and regulation of Delhi Transco Limited in this regard from time to time.
2. I also undertake
 - (i) That no portion of residential accommodation allotted to me would be sublet or used for any purpose without permission other than of my residence.
 - (ii) Not to make additions/alterations in the residential accommodation allotted to me on my own and shall also take necessary care not to damage the building or fixtures provided.
 - (iii) To make good all the damaged/ replaced fixtures, if found damaged or missing in the event of my vacating the quarter on any future date, failing which, I hereby agree to make the payment of such costs as may be incurred by the Deptt. for the purpose.

Signature of applicant _____
 Name of applicant _____
 Date _____

WARNING

It may be clearly understood that the furnishing of false information will render the applicant liable to sever disciplinary action besides cancellation of allotment of quarter at any time.

Certificate to be given by the Sectional Head of the Department

Certified that the applicant Sh./ Smt. _____ E.No. _____
 Design. _____) is working under me in _____
 Section and the service particulars furnished by him/her in this application are correct to the best of my knowledge.

Signature _____
 Designation _____
 Seal of Deptt. _____

Certificate to be given by A.M. (Records) concerned

The service particulars furnished by the applicant are correct as per record.

- (i) Basic Pay Rs. _____
 (ii) Date of appointment _____

Asstt. Manger (Records)
 Delhi Transco Limited



DELHI TRANSCO LIMITED

(A Govt. of NCT Delhi Undertaking)

5th Floor Shakti Sadan, Kotla Road, New Delhi-110002

Ph. 23230174

Application for Exchange of quarter in the same colony or shifting from one colony to another:-

1. Name (In block letter) _____
2. Father's Name _____
3. Designation _____
4. Department /Section where posted
with complete location and postal address _____
5. Date of Birth _____
6. Date of superannuation _____
7. Employee No. _____
8. Detail of quarter presently in occupation
Qtr. No. & Block _____
(a) Type _____
(b) Name of colony _____
9. Where member of SC or ST _____
10. Status of present post hold:
(i) Permanent _____
(ii) Temporary _____
(iii) Ad-hoc _____
11. Basic Pay as on 01.01.2009 Rs _____
12. Name of Colony (only one) where
change of accommodation is desired. _____
13. Reason for exchange/shifting of accommodation _____
14. Where he/she owns residential accommodation in the Union territory of Delhi
(i) Under own occupation _____
(ii) Joint family holding _____
(iii) Let out on rent, if so the rent per month _____

DECLARATION

1. In declare that the information furnished above by me is true to my knowledge and belief and nothing has been concealed. In further declare that I shall abide by the rules and regulation of Delhi Transco Limited in this regard from time to time.
2. I also undertake:
 - (i) That no portion of residential accommodation allotted to me would be sublet or used for any purpose without permission other than my residence.
 - (ii) Not to make additions/ alterations in the residential accommodation allotted to me on my own and shall also take necessary care not to damage the building or fixtures provided.
 - (iii) To make good all the damaged/replaced fixtures, if found damaged or missing in the event of my vacating the quarter on any future date failing which, I hereby agree to make the payment of such costs as may be incurred by the Deptt. for the purpose.

Signature of the applicant _____
 Name of the applicant _____
 Date _____

WARNING

It may be clearly understood that the furnishing of false information will render the applicant liable to severe disciplinary action besides cancellation of allotment of quarter at any time.

Certificate to be given by the Sectional head / Head of the Department

Certified that the applicant Sh./ Smt. _____ E.No. _____
 Design. _____) is working under me in _____ section
 and service particulars furnished by him/her in this application are correct to the best of my knowledge.

Signature _____
 Designation _____
 Seal of Deptt. _____

CERTIFICATION TO BE GIVEN ASSTT. MANAGER (BILLING) TRANSCO

The service particulars furnished by the applicant are correct as per record.

- (i) Date of appointment _____
- (ii) Basic Pay Rs. _____

Asstt. Manager (Records) Transco
 (Signature with Seal)