



**Application for Change of Govt. Residential Accommodation under Rule-13  
of H.P. Allotment of Govt. Residences (General Pool) Rule, 1994  
TO BE FILLED BY THE APPLICANT**

1. Full name of Applicant (in block letter) \_\_\_\_\_
2. Name of father/husband/spouse \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Name Establishment \_\_\_\_\_
5. Date of Retirement on Superannuation \_\_\_\_\_

6. **Accommodation currently occupied**

Type	Set. No	Date of occupation

7. Whether you have been allotted accommodation on out-of-turn basis? **Yes/No**  
(a) if yes, detail of grounds be given. \_\_\_\_\_

8. Whether you have earlier been allowed change? **Yes/ No**  
(a) if yes, please give details. \_\_\_\_\_

9. **Choice for the change of accommodation**

Type of house	Set. No	By whom the house is to be vacated

- (a) Please give detail, why the house is to be vacated by the present allot tee: \_\_\_\_\_

10. Grounds for change of accommodation: \_\_\_\_\_

**DECLARATION OF APPLICANT**

- a) That the particulars given above are correct and nothing relevant has been concealed.
- b) I have not availed change of resident earlier in the type of accommodation presently occupied by me.
- c) This is the first application for such a change

**Date:**

**(Signature of Applicant)**

**TO BE FILLED IN BY THE OFFICE**

Application Dairy No	
Date	

**DA (Accountant)**

**DA(Establishment)**

**Director/Principal/DDO**

**HOUSE ALLOTMET COMMITTEE RECOMMENDATION**

<b>Accommodation Type Applied for Change</b>	<b>Change/Not Change</b>	<b>If Change, Mention Residence Type and Number</b>

**Signature of House Allotment Committee Members: 1)**

**2)**

**3)**

**4)**

**5)**

**6)**

**7)**

**Chairman**



**ATAL BIHARI VAJPAYEE GOVT. INSTITUTE OF ENGINEERING  
& TECHNOLOGY, PRAGATINAGAR, DISTRICT-SHIMLA -171202(HP)**

**Application for Allotment of H.P. Govt. Residential Accommodation (General Pool)  
TO BE FILLED BY THE APPLICANT**

1. Full name of Applicant (in block letter) \_\_\_\_\_
2. Name of father/husband/spouse \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Name Establishment \_\_\_\_\_
5. Whether Regular/Contractual Employee \_\_\_\_\_

6. Basic pay drawn by official/officer as on 1 <sup>st</sup> January in the allotment year	Pay Scale Level	
	As per HP Govt. notification No. Fin(PR)B(7)-1/2022 dated 03.01.2022	As per HP Govt. notification No. EDN(TE)B(2)-27/2022 dated 10.10.2022
₹		

7. (a) Date of Birth: \_\_\_\_\_ (b) Date of retirement on Superannuation: \_\_\_\_\_  
(c) Date from which continuously employee under H.P Govt. \_\_\_\_\_

8. Indicate below the Type(s) of Residential Accommodation for which you are applying:

**(a) For Type-I to Type-III Residential Accommodation**

Residence Type	Pre-revised Grade Pay	Eligible Basic Pay as per Revised Pay Structure	Level in Pay Matrix as per HPCS (RP) Rules, 2022	Please (✓) the Type applied for
Type-I	₹1300/- to ₹1650/-	up to ₹18,000/-	Level-1 & Level-2	
Type-II	₹1900/- to ₹3600/-	₹20,200/- to ₹38,100/-	Level-3 to Level-10	
Type-III	₹3800/- to ₹5000/-	₹38,500/- to ₹48,700/-	Level-11 to Level-16	

**(b) For Type-IV and above Residential Accommodation**

Residence Type	Pre-revised Grade Pay	Eligible Basic Pay as per Revised Pay Structure	Level in Pay Matrix as per HPCS (RP) Rules, 2022	Level in Pay Matrix as per Tech. Edu. Rules, 2022	Entry Level Basic Pay Corresponding to Level in Pay Matrix	Date from which continuously Drawing Respective Basic Pay	Please (✓) the Type applied for
Type-IV	₹5,400/- to ₹8,400/-	₹56,100/- to ₹1,15,000/-	Level-17 to Level-26	Level-10 to Level-12	₹		
Type-V	₹8600/- to ₹9,000/-	₹1,22,800/- to ₹1,31,400/-	Level-27 to Level-30	Level-13A	₹		
Type-VI	₹10,000/- & above	₹1,44,500/- to ₹1,48,800/-	Level-31	Level-14	₹		

9. Whether the applicant was debarred from the allotment of the Govt. residence? If, ye please give detail. Yes/No
10. Whether the applicant and his/her spouse occupying accumulation allotted by/from any department pool or other pool? Yes/No

11. Whether the applicant, his/her spouse/dependent children own a house at or near place of posting? If yes, please give details as under:

Owner's Name	Relationship with applicant	Address of house	Monthly Rent income, if any

12. Whether the applicant entitled to rent free accommodation?

Yes/No

**DECLARATION OF APPLICANT**

- I agree to abide by the H.P. Allotment of Govt. Residence (General Pool) Rules, 1994 and instructions issued there under time to time.*
- I am aware of the penalties, which can be imposed in the event of refusal of allotment of accommodation of entitled type or furnishing of false information, subletting or misuse of the premises under the Allotment Rules ibid.*
- I hereby declare that the information given above is true and I have not concealed anything in this respect.*

**Date:**

**(Signature of Applicant)**

**TO BE FILLED IN BY THE OFFICE**

Application Dairy No	
Date	
e-salary-Employee Code	
Date of continuous employment of the applicant under Govt. Service	
Present Pay Scale with Level of Pay Matrix	

- Certified that all the information mentioned by the applicant in his application and mentioned above by the undersigned are verified from the service record and found to be correct.*
- Certified that the applicant is employed in an eligible office and has not been debarred from the allotment of General Pool accommodation.*
- Certified that the applicant is entitled/not entitled for rent free accommodation.*
- Certified that no departmental pool accommodation exists at the place of duty of the applicant.*

**DA (Accountant)**

**DA(Establishment)**

**Director/Principal/DDO**

**HOUSE ALLOTMET COMMITTEE RECOMMENDATION**

Accommodation Type applied for	Allotted/Not Allotted	If Allotted, Mention Residence Type and Number

Signature of House Allotment Committee Members: 1)

2)

3)

4)

5)

6)

7)

**Chairman**