

No. 23967/A2/2025-Hg.
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (HOUSING)

Puducherry, dated: 21.01.2025

C I R C U L A R

Sub: Housing – Allotment of Government Quarters Type - II to Type – V at Lawspet & Type – I to Type – III at Olandai - Wait List to be drawn for allotment during the **Block Year 2025 – 2026** – Applications from eligible Government servants – Called for – Reg.

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It is proposed to prepare a Wait List for the Block Year 2025-2026. i.e for the period from **01.01.2025 to 31.12.2026** for the allotment of various Types of Government Quarters as and when vacancies arise in the Government Servants Quarters at Lawspet and Olandai in Puducherry region.

Sl.No.	Type of Quarters	Location	Category wise entitlement of Officials drawing Grade Pay as per VI Central Pay Commission	Level in the Pay Matrix as per VII CPC
1.	I	Olandai	₹1,800	1
2.	II	Lawspet & Olandai	₹1,900 to ₹2,800	2,3,4,5
3.	III	Lawspet & Olandai	₹4,200 to ₹4,800	6,7,8
4.	IV	Lawspet	₹5,400 to ₹6,600	9,10,11
5.	V	Lawspet	₹7,600 and above	12 and above

2. The Head of Departments / Offices are, therefore, requested to bring the contents of this Circular to the notice of all eligible officials **working in Puducherry Region** and applications, if any, in the prescribed proforma enclosed herewith may be obtained from the individual (s) and the consolidated applications be forwarded with the recommendations of the concerned Department to this Secretariat for preparing the category wise Wait List according to the seniority in service. **Once allotment is made, it is final and no request for change of location will be entertained under any circumstances and the concerned applicants will not be considered for the remaining allotment period / years of 2025-2026.**

3. The following aspects disqualify persons from applying for the Government Quarters:

i) The applicants having own house in his name or in the name of any of his dependent family members within the jurisdiction of a local Municipality or of any adjoining Municipality.

ii) The individuals who have been allotted ready built house / flat by the Puducherry Housing Board and by other means in any manner by purchasing the same from their own savings or from out of House Building Advance or from other financial banking / non-banking institution, etc., as the case may be at Puducherry region;

iii) Officials who have been granted House Building Advance for construction of House within the Municipality or adjoining Municipality of the place of his posting and completed the same.

4. The Heads of Departments / Offices are requested that the applications received may be screened and only eligible applications are forwarded to the Housing Secretariat. Instances have come to the notice of this Department that Circulars issued on previous occasions / years have not reached the field/sub-ordinate office staff in Puducherry Region who are eligible for Quarters, for submitting their applications in time. Hence, it may please be ensured that this is circulated to all the eligible staff who are working under the Heads of Departments/Offices concerned. The Heads of Departments / Offices are requested to scrutinize the applications regarding admissibility or otherwise as referred to in paragraph 3 above as a measure of abundant caution while forwarding the applications with their recommendations. The eligible applicants should furnish the required declaration as in the format enclosed.

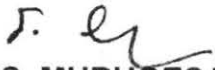
5. **The last date for receipt of duly filled-in application in the Housing Secretariat, duly forwarded by the Heads of Departments/Offices is 20.02.2025.**

6. Incomplete applications and applications without Declaration as in page 2 of the application and the Certificate of the Head of Office as in Page 3 and applications which are received after the due date will summarily be rejected without any communication. No correspondence will be entertained in future from such applicant for inclusion of their names in the Wait List. Hence, it may be ensured that the applications in complete shape, duly authenticated by the Competent Authority are forwarded to reach this Secretariat on or before 20th February, 2025.

6. Applications received from those who are not eligible to apply for Government Quarters as detailed at para 3 above should not be forwarded. Suppression of any material fact will be viewed seriously and dealt with departmentally as per rules in force.

7. This Circular and Application form can also be downloaded from the official website of <https://www.py.gov.in>

// By Order //


(S. MURUGESAN)

UNDER SECRETARY TO GOVT. (HOUSING)

To

1. All Secretariat Departments / Sections.
2. All Heads of Departments / Offices in Puducherry Region.
3. The Director, Information Technology Department, Puducherry ----- with a request to place the Circular and Application form in the official website for the general information and use of the Government Servants.(Soft copy)

**APPLICATION FOR ALLOTMENT OF GOVERNMENT RESIDENTIAL ACCOMODATION FOR
INCLUSION IN THE WAIT LIST FOR THE BLOCK YEAR 2025-2026 [01.01.2025 to 31.12.2026]**

TO BE FILLED BY APPLICANT

1. Name in Block Letters :
2. GPF / PRAN No. :
3. Grade Pay last drawn as per VI Central Pay Commission : ₹.
- Pay as on in the VII Pay Matrix
- i) Pay Level :
- ii) Pay in the Pay Level : ₹.
- iv) HRA : ₹.
4. Designation :
5. Office in which working
- (a) Department :
- (b) Office address at which posted & Telephone No. :
6. Permanent Residential Address with Telephone/Cell No. :
7. Date from which continuously employed on regular basis under Central/State Government in the entry grade including Foreign service, if any(i.e. Date of Priority) :
8. Eligibility Type as per classification of Pay Level Central Pay Commission

Level 1 - Type-I
Level 2, 3, 4, 5 - Type-II
Level 6, 7, 8 - Type-III
Level 9,10,11 - Type-IV
Level 12 and above - Type-V

LAWSPET

TYPE	II	III	IV	V
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OLANDAI

TYPE	I	II	III
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**(Tick the appropriate Type and choice of Location.
If choice is for either, tick both the locations)**

9. Pool under which you are applying **(Tick the appropriate one)** : General
(Those who have declared Home Town address at Karaikal / Mahe / Yanam as per the entry made in the Service Book are only considered under Outlying Region category) Attested copy of certificate should be enclosed in respect of SC/ ST/PH candidates
Scheduled Caste
Scheduled Tribe
Physically Handicapped
P.C.S.
Outlying Region
10. Date of Retirement on Superannuation :
11. (a) Sex : Male / Female
(b) In case of female (Marital Status)
(Tick the appropriate one) : Married / Unmarried
12. Whether Temporary or Permanent : Temporary / Permanent
(Tick the appropriate one)
13. a) Are you occupying Government accommodation in Puducherry region ? **(Tick the appropriate one)** : Yes / No
If yes, furnish the Quarters No., Type of Quarters & Location :
b) Is your **spouse** occupying Government accommodation in Puducherry region ? **(Tick the appropriate one)** : Yes / No
If yes, furnish his/her
Name :
Designation :
Office address :
Quarters No., Type of Quarters, Location & Mobile No. :

14. a) Is your **spouse** employed under Central Government / State Government / Boards / Autonomous bodies etc. including foreign service, if any. (Tick the appropriate one) : Yes / No
- b) If **yes**, furnish his/her
- Name :
- Designation :
- Office address :
- Mobile No. :
- i) **Grade Pay** last drawn in the VI Central Pay Commission : ₹.
- ii) Pay Level in the VII Pay Matrix
- iii) Pay as on 1.1.2017 in the VII Pay Matrix : ₹.
- iv) HRA : ₹.
15. Service to which the applicant belongs : State / Central /Other than Govt. Department.
16. a) Have you ever been debarred from allotment of Government residence (Tick the appropriate one) :Yes / No
- b) If yes, upto which date :
- c) If any rent outstanding against the applicant in respect of Government accommodation occupied previously and since vacated :
17. Do You /Your spouse/your dependant children own a house within the jurisdiction of local Municipality or any adjoining Municipality. If yes, give particulars of the house. (Tick the appropriate one) :Yes / No
18. Are you working in an office of Puducherry Administration (Tick the appropriate one) :Yes / No
19. Mention the order of preference of the floor of quarters as (Ground floor, I floor, II floor)
- : 1
- 2.....
- 3.....

DECLARATION

1. I am working in an eligible Office.
2. I agree to abide by the Allotment of Government Residence (Union Territory of Puducherry) Rules, 1981 as amended from time to time or relevant Allotment Rules applicable.
3. I am aware of the penalties to be imposed in the event of furnishing of false information.
4. I am also aware of the penalties to be imposed and disciplinary action to be taken in the event of subletting the Quarters allotted and overstay as well.
5. I hereby undertake that I will not cultivate or involve in any immoral and unlawful activities in the Quarters and its premises.
6. I hereby undertake that in the event of allotment of ready built house / flat to me by the Puducherry Housing Board, etc. or the acquisition of house of my own or by my dependant family members is completed by raising House Building Advance or by other means and on my retirement / quitting from service, I will vacate the quarters allotted to me immediately and handover the same to Government as per the existing rules in force.
7. I will intimate the change of the office address in the event of my transfer to any other office while in occupation of the Government Quarters, to the Under Secretary to Government (Housing), Chief Secretariat and Executive Engineer, Buildings & Roads (Central) Division, Public Works Department, Puducherry at once.
8. I have not been occupying Quarters in the same type for which I am now applying.

Signature of the Applicant.

Place:
Date:

TO BE FILLED IN BY THE HEAD OF OFFICE

1. Name of the Government Servant :
2. GPF / PRAN No. :
3. Designation :
4. Office / Department in which working :
5. Grade Pay as per VI Central Pay Commission : ₹.
Pay as on **01.01.2017** in the VII Pay Matrix
(as per the Pay Bill Register)
 - i) Pay Level :
 - ii) Pay in the Pay Level : ₹.
 - iii) HRA : ₹.
6. Date of Birth :
7. Date of regular appointment in the entry grade :
8. Whether Temporary or Permanent : Temporary / Permanent
9. Total qualifying regular service : DD - M M - YY
10. Date of retirement :
11. Home Town Address as verified with Service Book (Those who have declared Home Town address at Karaikal / Mahe / Yanam are only considered under Outlying Region (OR) category) :
12. Belongs to SC / ST / PH / OR / PCS ? (Attested :
Copy of the Certificate in respect of SC / ST / PH should be enclosed. Otherwise the application will not be considered for reservation category).
13. Details of amount and date of HBA drawn, if any :
,for the Construction of house either in the name of Govt. Servant or his dependant family members through Government or raised from any other banking or non-banking financial institution etc.

Certified that the particulars furnished by the Applicant have been verified with reference to records and found correct.

Signature of the Head of Department / Office
with Date and Office Seal :

Name of Head of Office/Department :

Designation :

Office Telephone No. :