

महाराष्ट्र दूरसंचार परिमंडल
बी एस एन एल कॉम्प्लेक्स, प्रशासनिक भवन
जुहू रोड, सांतानुज (प), मुंबई -400054
Maharashtra Telecom Circle,
BSNL Complex, Administrative
Building,
Juhu Road, Santacruz (W),
Mumbai- 400054.



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

APPLICATION FORM FOR REGULAR / TRANSIT / CHANGE OF

ALLOTMENT OF QUARTERS.

1. Name of the applicant in full :- (In Block letters)
2. Designation & Staff No. / HRMS No.:-
3. Place of Duty with address:
4. Contact No :- i) Office: ii) Mob.
5. E mail address:-
6. Applications for (please score out the options not selected):-
 - a. Allotment of Regular Qtrs. :-
 - i) Choice of Colony/colonies:-
 - b. Allotment Change of Qtrs :-
 - i) In same colony (Yes/No):-
 - ii) Name of the Colony (ies) in case of 'No' for (i) above:-
 - c. Allotment of Transit Qtrs. on joining on transfer in Mumbai/Kalyan/Raigad (to be applied within 15 days. Copy of Transfer Order and Charge report to be enclosed)
 - i) Date of joining:-
 - ii) Choice of colony/ colonies:-
7. Please mention your entitlement of Qtrs as per eligibility criteria (pl see page 3):-
(Type – I, II, III, IV, IV (Spl), V &VIB)
- 8 Whether the applicant desires allotment for the Qtrs one type below:- Yes / No .
9. Name and address of the Controlling Unit.: (in BSNL/ MTNL/ DOT/ OTHERS)

पंजीकृत कार्यालय : भारत संचार भवन, हरिश्चंद्र माथुर लेन, जनपथ, नई दिल्ली- 110011 CIN No:

U74899DL2000GOI107739

Regd. Office: Bharat Sanchar Bhawan, Harish Chandra Mathur Lane, Janpath, New Delhi
110 001 Website: www.bsnl.co.in

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10. Particulars of emoluments:-

- a) Type of scale of the applicant (IDA or CDA) :
- b) Pay Scale :
- c) Basic pay as on date of application :
(Enclose latest Salary Slip)
- d) Month of annual increment in the pay :
- e) i) Pay Scale/level in Pay Matrix on date of application :
- ii) Date of entry in E4/ Level-11 (For Type-IV Spl) :
(Enclose promotion order copy)
- iii) Date of entry in E6/ Level-13, 13A(For type-V) :
(Enclose promotion order copy)
- iv) Date of entry in E9/Level-15 (For Type VIB) :
(Enclose promotion order copy)

11. Whether belongs to SC/ST :
(Attested caste certificate should be attached)

12. Date, Month & year from which the official is
Continuously working in the Department :
(Date of appointment as in SAP Portal)

13. Date of Birth :

14. Date of Superannuation :

15. Whether spouse of the applicant is in service in any Govt. Department / CPSU and is occupying any official accommodation in his/her name. If so, give particulars there of:-

- (i) Name of office with full address in :
which spouse in working
- (ii) Details of official accommodation in
the name of spouse :-

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16. Details of the family members of the applicant (as defined in F.R. giving exact Relationship and age of each member who will be staying with him / her in the Quarters).

SN	Name	Age	Relationship

17. Present residential address in full :
(IN BLOCK LETTER)

18. Designation of the drawing & disbursing:
Officer the applicant

I hereby declare that all the information furnished above is correct and that I shall be Liable for disciplinary action in case the details as furnished above is found false.

Date at Mumbai.

Signature of Applicant

Date: at Mumbai

Countersigned by Head of Office
(Designation Stamp & Full address)

FOR THE USE IN THE OFFICE OF THE CONTROLLING UNIT (Admn. Section)

Particulars verified

Date :

(Accounts officer)
(with rubber Stamps)

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Eligibility Criteria:-

Sr. No .	Type of quarters	Eligibility criteria for allotment of Qtrs as per CDA Pay Scale as per Level in Pay Matrix	Eligibility criteria for allotment of Qtrs as per IDA Pay Scale
1	Type-I	Level-1	NE-1 to NE-4
2	Type-II	Level-2,3,4,5	NE-5 to NE-9
3	Type-III	Level-6,7,8	NE-10 & NE-11, E-1 & E-2
4	Type-IV	Level-9,10	E-3, E-4, & E-5
5	Type-IV(Spl)	Level-11,12	E-4 & E-5
6	Type-V	Level-13 & 13A	E-6 &E-7
7	Type-VIB	Level-15 (Index no. 1-4 in the level)	E-9 and above

Note:1 Waiting Lists will be prepared on the following criteria:-

- Date of joining in the Dept. In case of Type-I, II, III & IV Quarters.
- Date of entry in the Eligibility Criteria mentioned above for type IV (Spl), V & Type VIB Quarters.
- Applicants for Type IV (Spl), V & VIB Quarters have to submit proof of date of Eligibility for particular Type of Quarters along with the application.

- In case of the applicants joins in Mumbai on transfer, the application should invariably be submitted through proper channel within 15 days from the date of his/ her joining in Mumbai. This will entitle him/ her for allotment of residential quarters in the same year in accordance with his/ her position in the existing list as per the rules.
- For allotment/ change of Qtrs. in case of promotion/ up gradation, the applicant should submit his/ her application within fifteen days from the date of taking over the charge on promotion/ up gradation. This will entitle him for allotment of Qtrs. in the same year in accordance with his/ her position in the existing list as per the rule.
- Incomplete applications or with ambiguous entries or where any column has been left blank, shall not be entertained. The applications will be included in the waiting list only after the Form complete in all respect are submitted and no correspondence there on will be entertained.**

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