

ACCEPTANCE

To

The Director of Estates,
Himachal Pradesh, Shimla-171002.

Subject : **Acceptance of Govt. residential accommodation at Shimla.**

Sir.

I accept the allotment made to me and give the requisite particulars as under :

1. Name (in block letters) _____
& Employee code : _____
2. Designation : _____
3. Department/Office address : _____
4. Residence allotted : Set No _____
Type _____ Locality _____
5. Allotted in lieu of house, if any.: Set No. _____
Type _____ Locality _____
6. No. & Date of allotment letter : _____
7. Date of receipt of allotment letter: _____
8. Date from which continuously employed under H.P.Govt. _____
9. Present emoluments : Pay Band : Rs. _____
Grade Pay : Rs. _____
Basic Pay ,in case Type-VII and above: Rs. _____
10. House Rent Allowance admissible : Rs. _____
(only in case of Press Correspondent)
11. Whether permanent/temporary : _____
12. Designation of DDO from where pay drawn : _____
13. Date of superannuation : _____
14. Are you entitled to rent free accommodation ? Yes/No.

DECLARATION

I declare as under :

1. That I do not stand debarred from Govt. accommodation.
2. That no other Govt. accommodation is allotted to me or to my wife/husband, on the date either by the Directorate of Estate or by Asstt. Estate Manager, Govt. of India, Shimla or by any other Govt. department, Semi-Govt. organisation or local body.

Yours faithfully,

Signature of allottee

(TO BE FORWARDED BY THE HEAD OF OFFICE)

Endst.No.

Dated, Shimla-2, the

Forwarded (in original) to the Director of Estates, H.P. Shimla-2. The facts mentioned at Sr. No. 8 to 14 have been verified from the service record and found correct.

Signature and office seal of DDO