

**ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE, AVIKANAGAR**  
**Director's Cell(DPC)**

No.1 (25) ES/2005/Vol.V/

Date: 25.03.2019

**CIRCULAR**

The Applications are invited only for allotment/change of quarter at CSWRI Avikanagar campus for the current year in the prescribed Performa as enclosed. The employees who have applied earlier and given applications for allotment/change are also requested to apply again otherwise the name will not be included in the fresh list. The application received after 30.03.2019 will not be entertained. The allotment/Change will be given as per Government of India/I.C.A.R rules strictly. Following information may be noted before applying for quarter.

1. Applications from employees of the State/Central government/K.V should be routed through their controlling authority to consider and the same who are allotted quarter should pay HRA, licence fee etc monthly; otherwise Legal action may be initiated against him.
2. Application of Contractual staff/Private Persons will not be considered under any circumstances.
3. Applicants may provide Choices/ preference from enclosed vacant list of quarter. **It must be noted that, there are some quarter under renovation indicated in the vacant list of quarter, Hence the applicant who is willing to adjust for staying during the renovation period of that quarter may provide the choices of quarter under renovation in the application form.**

Further, it is also requested to all the HOD'S & Section in charges, kindly Circulate this circular to all staff of their control please.

*Neeraj*  
*25/03/19*  
(Neeraj Tanwar)  
Administrative Officer

**Encl: Performa for Allotment/ Change with list of vacant Quarter.**

## List of vacant quarter for choices:-

Sl.no	TYPE	Quarter number	Present status of quarter
1.	Type-II	05	Ready for allotment
2	Type-II	07	<b>Under renovation processes</b>
3	Type-II	08	Ready for allotment
4	Type-II	29	Ready for allotment
5	Type-II	44	<b>Under renovation processes</b>
6	Type-II	52	<b>Under renovation processes</b>
7	Type-III	03	Ready for allotment
8	Type-III	32	Ready for allotment
9	Type-III	33	<b>Under renovation processes</b>
10	Type-III	35	<b>Under renovation processes</b>
11	Type-III	37	<b>Under renovation processes</b>
12.	Type-III	57	<b>Under renovation processes</b>
13.	Type-IV	10	Ready for allotment
14.	Type-IV	17	Ready for allotment
15.	Type-IV	26	Ready for allotment
16.	Type-IV	27	Ready for allotment
17.	Type-IV	34	Ready for allotment
18.	Type-IV	35	Ready for allotment
19.	Type-IV	41	Ready for allotment
20.	Type-IV	42	Ready for allotment
21.	Type-IV	46	Ready for allotment
22.	Type-IV	50	Ready for allotment

Necroj  
25/03/19

**CENTRAL SHEEP & WOOL RESEARCH INSTITUTE AVIKANAGAR**  
**PROFORMA APPLICATION FOR ALLOTMENT OF QUARTER OR CHANGE OF QUARTER**

1.	Name of applicant with Contact Number	
2.	Designation and Office address with applicant e-mail.	
3.	Basic Pay (Excluding NPA)	
4.	Grade pay	
5.	Date of appointment in ICAR/K.V	
6.	Date of birth of employee's	
7.	Whether applicant belong to SC/ST Community, YES/NO (If yes, write the category)	
8.	Date as on crossing the Grade pay Rs. Rs.1300-1800/- , Rs.1900 to 2800/- , Rs.4200 to 4800/- , Rs.5400 to 6600/-, Rs.7600/- to 8900/-, Rs.10000/- to 12000/-	
9.	Quarter No. in which at present he is residing.(Yes/No) (if yes, With the date of occupation)	
10.	Have change any quarter earlier in the same category with date .(Yes/No)	
11.	Indicating the preferences/ Choices of quarter for allotment:-	

*This is certified that I have not availed the facility of change of quarter earlier in the same type category and above all filled information is correct. If any misleading information found, legal action may be taken. I also certified that I undersigned is willing to adjust for staying during the renovation period in vacant quarters mentioned at Sl.no 11 in above prescribed application form.*

Signature of applicant