

OFFICE OF THE JOINT DIRECTOR (MUNICIPAL HOUSING)
5th FLOOR, ROOM No. 5008
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA : NEW DELHI

No. SAA(G)/JD(MH)/2016/D 1283/P

Dated : 31/10/16

Circular

It has been decided with the approval of Competent Authority to update information of allotments of Municipal Houses to Municipal Employees online.

2. The information in prescribed form is to be submitted by the allottee online at NDMC website www.ndmc.gov.in on or before 30th November 2016. Hard copy of the form duly filled in by the allottee should be submitted to the Municipal Housing Branch, 5th Floor, Palika Kendra, New Delhi latest by 10th December, 2016. It will be the responsibility of the allottee concerned to see that his / her information duly verified by the Establishment Branch, reaches the Municipal Housing Branch on or before 10th December, 2016 positively failing which it will be presumed that the house allotted to that employee is vacant.

Neelam Venktachalam
31/10/16
(Neelam Venktachalam)
Jt. Director (Municipal Housing)

Copy forwarded for information and giving wide publicity amongst the staff under them:-

1. F.A.
2. Chief Auditor
3. C.V.O.
4. Chief Engineer (Civil) – I
5. Chief Engineer (Civil) – II
6. Chief Engineer (Electric) – I
7. Chief Engineer (Electric) – II
8. Chief Architect
9. MOH
10. Director (Estate-II)
11. Director (Commercial)
12. Director (MH)
13. Director (Transport)

*Pl. upload urgently
Sh. Deebak Negi
Prog. (II)*
D
15/11

Contd.....P.2/-

14. Director (Vig.)
15. Director (Tax)
16. Director (Education)
17. Director (Pers.)
18. Director (Welfare)
19. Director (A/cs & Fin.)
20. Director (Estate-I / Law)
21. Director (IT) – To upload the copy of Circular & Form on NDMC website
22. Director (GA/ PR/ Coordination)
23. Director (Hort. I & II)
24. Legal Advisor
25. Director (Enforcement)
26. Director (Medical Services)
27. Incharge Hindi Section
28. CSO / CFO
29. PA to Chairperson
30. PA to Vice Chairperson
31. PA to Secretary
32. All Members
33. OSD to Chairman
34. Notice Board of Palika Kendra
35. Notice Board of Bhagat Singh Place
36. Notice Board of Vidyut Bhawan
37. Notice Board of Mohan Singh Place
38. Notice Board of Pragati Bhawan

E-Awas

Online Allottees Information Form

To be filled by Municipal Employees who have been allotted/ Occupying
Municipal Accommodation already

नगरपालिका कर्मचारियों को जिन्हें पहले से ही पालिका आवास आवंटित किया
गया है, द्वारा भरा जाये।

Name / नाम

Father's / Husband's Name/ पिता/पति का नाम

Designation/पद

Branch/ School/ Division/ Circle No. etc

शाखा/स्कूल/डिवीजन/सर्कल नम्बर आदि

Emp Code / कर्मचारी कोड

Supervisor Code/ सुपरवाइजर कोड

See Salary Slip/ वेतन पर्ची देखें

Employee Type/कर्मचारी का वर्ग

Grade Pay as on Today / ग्रेड पे

Date of Birth (dd/mm/yyyy)

जन्म की तिथि (दिनांक/महीना/वर्ष)

Date of Appointment

नियुक्ति की तिथि

Date of Retirement (dd/mm/yyyy)

स्वानिवृत्ति की तिथि (दिनांक/महीना/वर्ष)

Total service as on date

आज की तारीख में कुल सेवा

Residential Address

निवास पता

Permanent Address

Handwritten signature and date:
23/11/2016

स्थायी पता

Sex / लिंग

Marital Status / वैवाहिक स्थिति

Mobile Number / मोबाईल नम्बर

Telephone Number / दूरभाष नम्बर

Category / वर्ग

Type of Quarter allotted

आबंटित क्वार्टर टाइप

Quarter No./ क्वार्टर नम्बर

Locality/ Complex Name

क्षेत्र / परिसर का नाम

**Detail/Date since occupying municipal accommodation
(attached copy of allotment letter)**

पालिका आवास के कब्जे का विस्तार/दिनांक (आवंटन पत्र की प्रतिलिपि संलग्न)

Amount of License Fee Being Paid

भुगतान की जा रही लाइसेंस शुल्क की राशि

Declaration

A. Certified that the information submitted by me is correct.

मैं सत्यापित करता/करती हूँ कि मेरे द्वारा दी गई जानकारी पूरी तरह सत्य है।

B. I understand that if any information is found incorrect, I am liable to action under prevailing rules and regulations.

यदि मेरे द्वारा दी गई जानकारी गलत पाई जाती है तो मेरे खिलाफ प्रचलित नियम व विनियम के अनुसार मेरे खिलाफ कार्यवाही के लिये मैं पूरी तरह से उत्तरदायी

हूँ ।

Signature of Applicant

आवेदक के हस्ताक्षर

(to be completed by Applicant's Establishment Unit)

No. _____

Date

- _____
1. Certified that the particulars given in the application have been verified from the service record of the concerned employee and are found correct. It is certified that he holds temporary/ permanent post of _____ in this Department.
 2. Certified that the applicant is not entitled to rent free accommodation.

Forwarded to Director (Municipal Housing)
verifying Section Officer with Stamp

Signature of the

Note :

1. All Fields are Mandatory
2. Attach Photocopy of allotment letter, pay slip and copy of SC/ST Certificate

ACKNOWLEDGEMENT

Name of Applicant:

Employee Code:

Designation with Department:

And I will inform the Municipal Housing Department as and when the place of duty is changed and inform the office address accordingly.