

OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL EXCISE, DELHI-
IC.R. BUILDING, I.P. ESTATE, NEW DELHI-110109

C. No. I-4 (47) Estate/ Joint Committee/2015

Dated: .12.2015

CIRCULAR

It has been observed that many Officers do not occupy the allotted quarter and prefer to apply for change of the quarter in the same or other localities, thus, getting higher preference over other wait listed Officers. Due to this the Officers who really require the Departmental accommodation are deprived of the same. However, no such rules regarding change of Government Quarters are provided for in the Notification dated 08.09.1964 issued by the Ministry of Finance, Department of Revenue & Company Laws.

In view of the above, it is decided by the Committee, that following guidelines for allotment of Departmental Government Accommodation be followed:

- i) The request for Change may only be considered in extreme circumstances after the approval of the Estate Officer.
- ii) Once the allotment is done, the name of the applicant may be struck off from the panel of the same category of other localities.
- iii) If an Officer fails to accept the allotment of a residence within 15 days or fails to take possession of that residence within 8 days from the date of receipt of the letter of allotment he shall not be eligible for another allotment for the period of 6 months.
- iv) The present system of technical acceptance and giving higher priority to applications for change of accommodation is being done away with. There shall be no separate panel drawn for change requests. There will be either acceptance & possession of allotted flat or rejection only and will be governed by (iii) above.
- v) The circular may be given wide publicity among all the Office/branches concerned. This issues with the approval of the Estate Officer, Central Excise Commissionerate, Delhi -I.


(KARAN THAPAR)

DEPUTY COMMISSIONER (ESTATES)