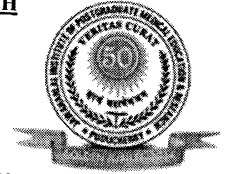




**JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH**  
(An Institution of National Importance under Ministry of Health & Family welfare)  
GOVERNMENT OF INDIA  
Dhanwantari Nagar, Puducherry- 605006



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Website: [www.jipmer.edu.in](http://www.jipmer.edu.in)

Fax: 0413 – 2272067- 2272735

## ESTATE SECTION

No. JIP/Estate/01/2024

Dated : 12<sup>th</sup> December 2023

### CIRCULAR

Sub: Preparation of priority list for allotment of JIPMER quarters during the year 2024 - Reg.

\*\*\*\*

It is informed that it was decided by the Competent Authority to prepare the priority list once in a year for allotment of quarters. Accordingly, fresh priority list for the year 2024 is required to be prepared for allotment of quarters to Staff members during the year 2024 as the present priority list for the year 2023 is valid only upto 31-12-2023. Hence, Staff members who seek allotment of a residence are requested to submit the application to the Estate Section through their respective department for consideration of allotment of quarters as per priority on or before 10.01.2024. **Those who had applied earlier i.e. during the year 2023 or earlier are also requested to apply a fresh application for consideration of priority list for the year 2024.**

After receipt of applications, the priority list for allotment of quarters will be prepared from amongst staff members those who have submitted the applications based on the Govt. guidelines. On the basis of this priority list, allotment of quarters to eligible persons will be made for the ensuing calendar year i.e. 2024. Thus priority list prepared will be valid for one year and no application will be entertained during the intervening period of allotment year except, in fresh appointment cases. i.e. those employees who are applying for first time after joining JIPMER service.

It is further informed that all eligible employees seeking allotment of JIPMER residential accommodation are required to apply in the prescribed form. All applications received within time, shall be consolidated category-wise in separate list to determine priority. The consolidated priority list so prepared shall be published in JIPMER website by the Estate Section and any representation in that respect received within 15 days of the publication of the list shall be decided by the House Allotment Committee and if necessary the same will be incorporated/corrected in the priority list. This shall constitute a standard priority list for the purpose of house allotment during calendar year 2024 and the same will be made available in website of our Institute. Applications received after the prescribed date shall not be considered for preparation of priority list.

The application forms are available in Estate Section and JIPMER web site, the interested staff members may apply after collecting the forms during working hours from Estate Section.

JIPMER Institute is mutatis mutandis following the Central Government General Pool Residential Accommodation Rules, 2017 and other orders issued by the Directorate of Estates, Ministry of Urban Development, Govt. of India from time to time.

Contd ... P/2 ...



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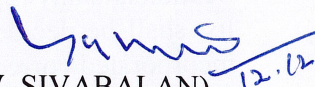
As per Rule 8(3) (a), the date of priority in respect of Type-I to Type-IV accommodation shall be determined on the basis of the date of joining of the employee in the Institute/Government service and the eligibility for the type of accommodation shall be decided as per their level of the applicant in the pay matrix. An applicant under this category shall also be allowed to bid for one type lower accommodation than the type of eligible.

As per Rule 11(1), a unified waiting list shall be prepared for each type of accommodation.

All HODs/Officer in-charges of the Departments/Sections are requested to kindly disseminate the contents of this circular to the benefit of their staff members. No representations will be entertained from the staff members on the grounds that they have not seen the circular or were on leave, away on temporary duty, unaware of the rules and etc.

Eligibility criteria for allotment of JIPMER quarters are mentioned in table below:

S/No.	Type of quarters	Level in the Pay Matrix	Eligibility Grade Pay (6th CPC)
1	Type. I/H	1	Rs.1800
2	Type. G/II	2,3,4 & 5	Rs.1900, Rs.2000, Rs.2400 & Rs.2800
3	Type. F/III	6,7 & 8	Rs.4200, Rs.4600 and Rs.4800
4	Type. E/IV	9,10 & 11	Rs.5,400 to Rs.6,600
5	Type. D-II/V-A	12	Rs.7,600 and Rs.8,000
6	Type. V-B	13 & 13A	Rs.8,700, Rs.8,900 and Rs.9,500
7	Type. C-II	14	Rs.10,000 and Rs.10,500
8	MSR (only for married Senior Residents)	11	Rs. 6,600

  
(V. SIVABALAN) 12.12.23  
ADMINISTRATIVE OFFICER  
प्रशासनिक अधिकारी  
Administrative Officer  
जिपमेर / JIPMER  
पुदुच्चेरी / Puducherry-6

To

- All Heads of Departments/Sections/Units/Chief Nursing Officer/Nursing College/All Hostel - for circulation among the Staff members.

Copy to:

1. PS to the Director/MS/Dean/DDA
2. PA to the PC/Sr.Ac.O/Sr.Ad.O/A.O
3. L.O/Asst.Ac.O/DDO/Asst.Ad.O (Estate Section)
4. All Notice Boards
5. IT Wing – with request to upload the same in JIPMER website.



**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION**  
**AND RESEARCH, PUDUCHERRY-6**  
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**ESTATE SECTION**

Form of application for **Allotment of Residence for the year 2024** in the Institute Campus at Dhanvanthri Nagar.

1. Name in BLOCK LETTERS :
2. Employee ID :
3. Designation :
4. Name of Father/Spouse (If spouse employed in JIPMER give full details) :
5. Service Status (Permanent/Temporary) :
6. Office Address viz Name of the Section or Department :
7. Whether he/she belongs to SC/ST :
8. Pay particulars (**Please attach proof as Apptt. order or promotion order and latest pay slip for verification**) :
  - (a) Level in the Pay Matrix :
  - (b) Previous Grade Pay (6<sup>th</sup> CPC), if known :
9. Date of joining in JIPMER :
10. Date of Birth :
11. Date of Superannuation :
12. Application made against which type of accommodation according to Grade pay/Level in the Pay Matrix :
13. For Faculty:
  - Date of drawing level - 12 and Pay :
  - Date of drawing level - 13 / 13A and Pay :
  - Date of drawing level - 14 and Pay :
14. Sex (Male/Female) :
15. Marital Status :
16. Are you/your spouse occupying accommodation allotted by/from any Departmental Pool/State Government Pool or the local administration? If yes, please give details. :

17. Particulars of residential accommodation provided, if any, in the past (Quarter type and Number). :
18. Do you/your spouse/your dependent children own a house within the jurisdiction of Local Municipality or any adjoining municipality? :
19. Are you refused the allotment of JIPMER quarters earlier or debarred from allotment of Govt. residence? :
20. Permanent / Home Town address :
21. Contact Number of the Applicant :
22. Special Request if any :

23. If the applicant has a family, details of the members of family including self should be given as below :

S/No	Name	Age	Relationship	Whether entirely dependent on the applicant
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I agree to abide by the Allotment of Government Residences (JIPMER Quarters) Rules as amended from time to time or relevant allotment rules as per CGGPRA, 2017.

I am aware of the penalties, which can be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type under SR-317-B-10 or furnishing of false information, subletting/misuse of the premises under SR-317-B-21.

I certify that I have read the rules governing the allotment of quarters and declare that the particulars given by me above are correct and that the allotment to be made to me or already made shall be subject these rules and subsequent amendments, if any, thereto.

Dated : \_\_\_\_\_

**Signature of Applicant**

Signature of the forwarding Officer

**FOR OFFICE USE**

Certified that all the information mentioned in the application are verified from the records and found correct.

I/C Service Books



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**ESTATE SECTION**

Form of application for **Change of Residence for the year 2024** in JIPMER Campus at Dhanvanthri Nagar.

1. Name in BLOCK LETTERS :
2. Employee ID :
3. Designation :
4. Office Address viz Name of the Section or Department :
5. Date of joining in JIPMER :
6. Date of Birth :
7. Date of Superannuation :
8. Sex (Male/Female) :
9. Marital Status :
10. Accommodation currently occupied :
11. Application made against which type of accommodation according to Grade pay/Level in the Pay Matrix :
12. For Faculty:  
Date of drawing level - 12 and Pay :  
Date of drawing level-13/13A and Pay :  
Date of drawing level - 14 and Pay :
13. Reasons for change of quarter :
14. Are you refused the offer of allotment/change of JIPMER quarters earlier? :

: 2 :

15. Contact Number of the Applicant :

16. Special Request if any :

- (a) I have not availed change of residence earlier in the type of accommodation presently occupied by me.
- (b) This is the first application for such a change.

Dated : \_\_\_\_\_

Signature of Allottee

Note :

- (a) If fails to accept a change of residence offered within five days of the issue of offer of allotment, the staff member shall not be considered again for a change of residence of that type.
- (b) If staff member is vacated the quarters on resignation/transfer or change of residence and vacated the quarters on the own request in between of the calendar month, it is responsibility of staff vacating quarters to pay the electricity bill on floating the demand bill issued by the Electricity Department during first week of following the month of vacation of quarters and after payment of bill, copy of the bill has to be handed to Estate Section for records.

Signature of the forwarding Officer