


GOVERNMENT OF SIKKIM
BUILDINGS & HOUSING DEPARTMENT
GANGTOK

FORM -I

Memo No. Bldgs

Dated

To

The Additional Secretary
Building and Housing Department
Government of Sikkim
Gangtok

SUB: REQUEST FOR ALLOTMENT-QUARTER-BUILDINGS & HOUSING DEPARTMENT.

Sir/Madam

I would like to request for allotment of Government quarter. The details of my service particulars are given below:-

1.	NAME	
2.	Designation	
3.	Department	
4.	Date of Birth	
5.	Date of Appointment	
6.	Present Pay Scale /Grade Pay	
7.	(i) State whether Govt. Quarter is allotted to your spouse (ii) If yes, status place of allotment of Quarter	
8.	(i) State whether Housing Loan is taken by you /your spouse (ii) If yes, the status or grant of loan &Place of construction of house	
9.	(i) State whether or not any Housing Site granted by the Govt. to you /your spouse (ii) If yes, place and date of allotment may be Indicated.	
10.	(i) State whether you /your spouse possess any house or Housing site (ii) If yes, state the place	

I hereby declare that above details furnished by me are true to the beat of my Knowledge.

SIGNATURE OF THE APPLICANT
CONTACT NO

The detail furnished by the applicant Vide Sl.No(1) to (6) are verified and found to be correct.

SIGNATURE OF HEAD OF OFFICE /DEPARTMENT

Documents to be enclosed:

- (i) Bank Receipt of Rs.10/-under Head 0216-01 106 -02 License Fee Rent (Bldgs.)
- (ii) No Dwelling House Certificate issued by the 0/o District Collectorate (East)
- (iii) Undertaking by the applicant in the prescribed format.

UNDERTAKING

I,..... presently holding the post of under the Department, do hereby undertake that I or my spouse do not possess any building/dwelling house in and around Gangtok.

I further declare that the above is true to the best of my knowledge and if found to be misrepresented by me, I shall immediately vacate the quarter allotted to me and then the Buildings & Housing Department may take suitable action against me under the relevant Laws and Rules.

.....

(Signature of Applicant)

PROFORMA FOR DETAILS OF FAMILY

1. Name of the Government Servant:
2. Designation:
3. Date of Appointment:
4. Details of the member of the family as on:

1	2	3	4	5	6	7
Sl. No.	Name of the members of the family	Relations with the Government Servant	Whether working or not	Name of the Department Autonomous Public Undertaking	Place of Posting	Remarks

I hereby undertake to keep the above particular up to date notifying to the Buildings and Housing Department and Head of the Office any addition or alteration.

Further, any disciplinary action may be taken against me if the information given by me is found to be incorrect or misleading.

Signature of Government Servant

Certified by:

Head of the Department

