F.No.Estate/7-1/16.Pt.F. Dated:- **3 0 MAY 2017**

CIRCULAR

Subject:- Inclusion of name in Change Seniority list of type/III New quarters at A.V. Nagar (those employees who have applied for change New type/III quarter on or before 28.02.2015). (Only General Staff).

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The Estate Section in the light of non-availability of record may not initiate the process of allotment of accommodation outrightly as most of the record of Section has been destroyed in major fire accident on 28.02.2015.

As per the direction of the competent authority, circulars were issued on 05/06/2015 and 17/07/2015 for preparation of the records/all ground seniority list. In this context, many applications (alongwith evidence) have been received from the Nursing staff. Accordingly, seniority on medical ground approved case has been prepared and circulated on 07/06/2016.

However, various applications are being received in piecemeal basis to Estate Section for inclusion of name in Change waiting list, which is a hindrance for preparing a final Seniority list on Change New type/III quarter.

Therefore, the case was placed before the HAAC Meeting held on 17/05/2017, it is directed to submit their request (alongwith evidences) those employees who were applied for New type/III quarter on or before 28/2/2015 for inclusion of name in the New Type/III change seniority list. If no evidence, an affidavit with all details must be submitted to Estate Section within 15 days of issue of this circular. **This may be treated as last and final opportunity, if no representation /request received till 15th June, 2017 for change of new type/III quarter. The Prepared present list will be treated as final list.**

(Pallav Kumar Chittej)
Administrative Officer-(Estate)

Distribution:-

1. The All Deptts/Sections/Centres/Notice Board.
2. PS to Director/PS to DDA/ PS to Dy. Secretary/Chairman HAAC for information
3. (Web-Site)-   The Computer Facility with request to upload the same in Estate Head.