

CIRCULAR

All the out stationed employees who are availing boarding / lodging facilities in the JKTDC / Private Hotels hired by the Estates Department at Srinagar and intend to continue the facility during Summer Session 2023 (May-2023 to October-2023) are informed to apply **afresh on the revised format issued** by this office for continuation of the accommodation. The Form of Application can be obtained from the Office of the Deputy Director Estates, Kashmir and is also available at the concerned hotels or can also be downloaded from official website (<https://jkestates.nic.in>). The Form of Application complete in every respect should reach this office within a period of **Fifteen (15)** days from the date of issuance of this notice, failing which the extension of allotment w.e.f 5/2023 shall not be granted.

No. DDES/N-Move/2023/787-90
Dated:- 14/06/2023

Deputy Director Estates
Kashmir, Srinagar

Copy to the:-

1. Director Estates, Kashmir for favour of information.
2. General Manager, JKTDC Srinagar for information.
3. All Private hoteliers for information.
4. Office file.

Form of application for allotment/extension of hotel accommodation for the out stationed employees for summer session 2023 (May 2023 to Oct- 2023).

1. Name of Employee:_____

2. Parentage:_____

3. Permanent address: _____Village:_____

Tehsil _____District._____

Police Station _____Pin code:_____.

(copy of valid proof of address. Aadhar / Driving license/passport to be enclosed).

Affix latest

Photograph here

attested by DDO

4. Whether copy of Departmental ID card enclosed: **Yes/No.**

5. Valid Mobile No. linked with CPIS:_____

6. Department_____

7. Name of Office: _____

8. Designation: _____

9. Place of Posting: _____

10. CPIS No._____ (copy of the CPIS Form to be enclosed).

11. Cadre: UT/Divisional/District: _____

12. Whether employees belongs to PM's Package: _____

13. Date of Birth as per Service Book/Matriculation Certificate: _____

14. Date of Appointment as per service book _____

15. Date of Retirement: _____

16. Hotel preferred :_____

17. Authentic/Admitted signatures of Applicant:_____.

Signature of applicant/employee

Forwarded in original to Deputy Director Estates, Kashmir for further necessary action

Certified that the above mentioned information is correct as per the records of this office.The officer/ official is recommended for allotment of hotel accommodation from May, 2023 to October, 2023The deduction on account of HRA/catering charges shall be governed by J&K Finance Department O.M No. A/1(92)-513, dated: 25-06-1999 read with circular No. A/56(2014)-155, dated. 11-02-2021 and Govt. Order No. 1376-GAD of 1998, dated. 23-10-1998. In case of transfer/retirement or quitting of service of the Officer/Official, the Department shall be informed forthwith.

No.

Dated.

Seal/Signature of

Drawing & Disbursing Officer

Name:

Phone No:

(For Office Use)

All the documents enclosed with the Application Form have been verified and the Application Form has been entered in the relevant register/ records.

1. Checked by.

2. Verified by Dealing Assistant.

Copy forwarded to Hotel/guest house_____ for accommodating the above named Officer/Official with the request that the copy of valid Govt. approved ID proof viz. Aadhar Card/Voter card/ Driving license/Passport of the Officer/Official along with Departmental identity card may please be obtained during check in entry. The same may beplaced/preserved in records for the purpose of security reason /physical verification to be conducted by the Estates Department from time to time.If any discrepancy found in any document, the same shall be brought immediately to the notice of the office of Deputy Director Estates kasmir.

No.

Dated.

Signature of

I/C Private Hotel Accommodation

(with dated initials)

Annexure"A"with Form of Application for allotment of hotel/extension of hotel accommodation for out stationed employees for summer session (May 2023 to Oct-2023).

(Undertaking)

I, Sh./Smt./_____

S/o., D/o, W/o.,_____

R/o._____ (Department)_____

(Designation)_____ do hereby undertake as under:-

1. That I or my spouse or any family members have no residential house in Srinagar District.
2. That I shall intimate Deputy Director Estates, Kashmir, Srinagar in writing immediately at the time of:
 - a. Vacation of hotel accommodation.
 - b. Transfer.
 - c. Retirement.
 - d. Quitting of service.
3. That in case I will not inform the Estates Department at the time of vacation of my accommodation/transfer from District Srinagar/retirement/quitting of service, the department reserves the right to recover catering charges from me in addition to any undue benefit taken by hotelier because of my irresponsibility.
4. That if I fail to intimate the department on time, I have no objection if the department shall count the date of receipt of the intimation letter as actual date of vacation for the purpose of recovery of catering charges and recovery of undue amount of the hotelier if overlooked by the department due to my non information.
5. That I will utilize the accommodation for my bonafide purpose only and not sublet it.
6. That I will mark attendance regularly for the the days I actually avail the arrangement of mess facility.
7. That I will intimate the department regarding the leave availed by me at any time so that the department can deduct the quantum of leave days in catering bills at the time of release of payment.
8. That for genuine billing and release of due payment i will provide a valid mobile no. so that the verification Committee constituted by the department for verification of boarding/ lodging bills can get feedback regarding the mess facilites/ actual mess days availed.
9. That I will provide a copy of valid Govt. ID proof in the shape of Aadhar Card/Voter ID Card/Driving License/Passport to the hotelier where I will be accommodated by the Department at the time of "check in entry".
10. That the signatures I have put on the Form of Application/ undertaking be taken as authentic/ admitted signatures on the Attendance sheet required to be produced by the hoteliers with catering bills at the time of release of payment.
11. The Estates Department shall allot the hotel accommodation to me and I will not avail the accommodation due to my personal reason, it is my own responsibility to intimate the department immediately for cancellation of the same.

Signature of applicant.

Dated. _____

Contact No. _____