

To

The Quartering Officer  
MOD, CAO/E\_1, New Delhi

**APPLICATION FOR CLEARANCE ON POSTING**

1. I request that a clearance may please be given in my favour. The requisite particulars are given below: -

(a) I was posted to Delhi w.e.f \_\_\_\_\_ .I am proceeding on deputation/transfer to \_\_\_\_\_ w.e.f \_\_\_\_\_(copy of posting order & movement order enclosed. Please mention the details of your unit of posting in full without abbreviations)

(c) My new unit is located in Peace / Operational / Afloat / High Risk Area.

(d) I am at present in occupation of MOD Pool Accommodation No \_\_\_\_\_.

(e) I intend to vacate the accommodation on \_\_\_\_\_

(OR)

(f) As my posting is to a peace station, I intend to retain the accommodation either on CEG or on NAC grounds and the ground will be intimated within 2 months.

(g) I have received a copy of rule position explaining grounds for retention of MOD Pool Accommodation.  
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2. I am aware that on my posting to a field area. I have to vacate the MOD Pool accn within 2 months and in all other cases within 10 days w.e.f the date of SOS except with specific sanction by the CAO's office for further retention as authorized in the rules, failing which I am liable to be charged damages rent w.e.f date of SOS and eviction proceedings under the Rules.

3. The particulars of Govt accn (including hostel, hired and rent reimbursement house) occupied by me during the period of my posting at Defence Headquarters are given below: -

**PARTICULARS OF ACCOMMODATION**

**PERIOD OF OCCUPATION**

4. I undertake to clear all the outstanding dues in respect of present accn at the time of its vacation. I also undertake to intimate any subsequent change in my date of posting, failing which I am liable for disciplinary action under rules.

Signature \_\_\_\_\_

Rank & Name \_\_\_\_\_

Personal Number \_\_\_\_\_

CDA (O) A/c No \_\_\_\_\_

Dte & Branch \_\_\_\_\_

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

**CERTIFIED THAT ABOVE UNIT IS LOCATED IN PEACE/OPERATIONAL/AFLOAT/HIGH RISK AREA**

**To be countersigned by the concerned Works Dte (with stamp/seal)**

**PTO**

## IMPORTANT INSTRUCTIONS

- (a) Officers are advised to read the MoD Pool Accn Rules/Govt Instructions on the subject in their own interest.
- (b) An officer cannot retain the MOD Pool Accn beyond 10 days from the date of SOS unless he has been specifically permitted to retain the accn in accordance with MOD accn rules.

### OFFICERS POSTED TO A PEACE AREA

(c) An officer can retain MOD Pool Accn either on NAC basis or on Children Education Ground for which the officer must exercise his option within two months of the date of SOS and option once exercised is final. If the retention is sought on CEG, he can continue to live in the present accn till end of the current academic session. If retention is applied on NAC basis, the officer is required to shift to hired accn within two months of SOS if he is occupying regular/3-4 roomed hostel. Accn. The officer must contact the Quartering Officer either personally or through a duly authorized representative before the expiry of the two months from the date of SOS for taking over alternate hired/rent-reimbursed accn without any choice, failing which he would be liable to be charged damages rent after two months of date of SOS besides facing eviction proceedings under PPE Act.

### NOTE :

1. Request for retention on grounds of children education ground is to be submitted on the prescribed format available in the Quartering Office, with requisite certificate from the principal of the school/college (in original) also in prescribed format.
2. If retention is sought on NAC grounds, the NAC must be furnished in original affixing the stamp of the issuing authority. It is the personal responsibility of the officer to submit NAC within two months from the date of SOS or before expiry of the permitted period of retention and shift to alternative hired house.

### OFFICERS POSTED TO FIELD AREA/AFLOAT APPOINTMENT

(d) Retention is allowed for a period of two months of SOS only. For further retention of accn, till allotment of SFA by Stn HQ, the officer is required to shift to hired accn, if in occupation of regular/3-4 roomed hostel accn. For this the officer must contact the Quartering Officer for taking over alternate hired accn before the expiry of the stipulated period of two months failing which he will be liable to be charged damages rent for unauthorized occupation of the accn besides eviction proceedings under PP (EUO) Act 1971.

NOTE: Officers posted to field area/afloat appointment and intending to retain MOD Pool Accn must apply for SFA to the Station of his choice under intimation to this office within two months of date of SOS. Copy of this application must be sent to the Quartering Officer.

### OFFICERS POSTED TO HIGH RISK/HIGH INTENSITY/ANTI INSURGENCY AREAS

As per Govt letter No 39987/12/ CAO/Q-3 dated 07 Mar 1998, retention of the MOD Pool Regular accn can be permitted for a period of SIX MONTHS from the date of SOS subject to furnishing the following documents: -

- (a) Written confirmation within seven days from SOS from Stn HQ that the officer has registered his name for allotment of SFA.
- (b) A certificate from concerned works Dte (ADG LWE, QMG Br/ DAFW/DNW etc) stating that the unit to which the officer is posted is located in such an area)
- (c) Copy of movement/Posting order.

The officer is required to shift to alternate hired/rent-reimbursement accn on expiry of the period of six months from the date of SOS. For any further retention beyond six months from SOS due to non-availability of SFA, the officer must contact the Quartering Officer either personally or through a duly authorized representative for taking over alternate hired/rent-reimbursement accn before expiry of the stipulated period without any choice.

Further, it is also stated that as per PSOC directions dated 23 Mar 2005, officers who are so permitted to retain the accn, if desirous of moving into alternate hired accn due to non-availability of SF Accn are required to apply for the same before expiry of four months of retention period.

**\*\* FOR FURTHER DETAILS PLEASE REFER TO PART 8 OF MINISTRY OF DEFENCE ACCOMMODATION RULES.**