

REQUEST FOR ALLOTMENT OF MOD POOL ACCN IN SPECIFIED AREA(S)

(Note:- Read Instructions on obverse side)

PART - I

(TO BE FILLED BY THE OFFICER)

1.	Rank, IC/Personal No. & Name of the Officer:-		
2.	Date of Assumption of permanent appointment in AFHQ:-		
3.	Particulars of Specified Areas:- (Corrections/ Over-writing, etc. will not be accepted)	<u>Regular</u>	<u>Temporary</u>
		<u>(Only One Area Choice)</u>	<u>(2 Room Hostel/ Hired)</u> <u>Only One Area Choice)</u>
4.	Accommodation presently occupied:-		
5.	Pool in which area(s) applied:-		
6.	Detailed reasons for specification. Also:- mention whether on Admn/Med/Edn Grounds as per Para 34 of MOD Pool Accn Rules. (Refer instructions overleaf)		

UNDERTAKING

I hereby declare that I shall not seek any change in specified areas at a future date and this is my first () / second () / final () application for allotment of accommodation in specified areas.

Date:

(Signature of the officer)

COUNTERSIGNATURE (With Stamp/Seal)

(Refer instructions overleaf)

PART II

(TO BE FILLED BY CAO/E-1)

1.	Date of Seniority (Ante-date : Yes/No) (Pool-wise):-	
2.	Date of Receipt of application in CAO's Office :-	
3.	Whether fulfills the conditions mentioned In Para 34 & 35 of MOD Accn Rules :-	YES () / NO ()
4.	Remarks:-	

AO, CAO/E-1

- -20

APPROVED/NOT APPROVED

QUARTERING OFFICER

- -20

PTO

1. Received application for allotment in specified areas for Reg _____
& Temp _____ accn with thanks from _____
on _____.

(Signature of Recipient)

F O W M

INSTRUCTIONS FOR ALLOTMENT OF MOD POOL ACCN IN SPECIFIED AREAS

1. As per Accn Rules Officers can request for allotment of MOD Pool accn in specified areas broadly covering the following situations: -

Reasons for specifications:-

- (a) Request for specified areas / floor restriction on medical grounds duly supported by medical certificate from the authorized medical attendant. To be countersigned by the applicant's next superior officer
- (b) Request on grounds of children's education duly supported by certificate/copy of latest fee receipt, from concerned school. To be countersigned by the applicant's next superior officer.
- (c) Request on administrative grounds duly recommended and countersigned by the applicant's Director General/Equivalent.
- (d) Request on personal grounds duly authenticated by facts/documents. To be countersigned by the applicant's next superior officer.

2. Further, **applications** for allotment in specified areas for regular/ hostel accommodation **should be submitted to CAO/E-1** along with necessary documents as mentioned above, **04 working days before their name appears in the offer letter**. Such applications from officers who have been offered accn will not be entertained. Officers specifying areas will be considered within the specified areas only, which may result in longer waiting period.

3. An officer cannot specify more than one locality and no alteration / addition / deletion will be allowed after acceptance of the request by the competent authority.

4. Officers having seniority in more than one pool may apply for specified areas separately in each pool. Otherwise, choice given in one pool will be considered for both pools, as applicable.

5. Specifying localities is optional and not compulsory. Officers not specifying localities will be considered for all localities in their pool for regular as well as hostel/hired accommodation depending on the waiting period for that particular type of accommodation.

6. As per PSOC decision dated 29 Mar 2017, officer may be permitted two changes in his/her Specified Area choice prior to officer's name appearing in offer letters.