

**(Acceptance to be submitted between 1430 hrs to 1630 hrs only)**

**FORMAT FOR GIVING ACCEPTANCE BY SERVICE OFFICERS TO OFFER LETTERS FOR  
MOD POOL ACCOMMODATION / GARAGES / SERVANT QUARTERS**

To be handed over in **Room No. 28, E-Block**(Quartering Information Centre) between **1430 to 1630** hrs by hand under receipt. Not to be forwarded through Post/Dak.

- To,  
The Quartering Officer  
CAO/E-1
- (1) Reference your offer letter No. 97666/\_\_\_\_\_ / \_\_\_\_\_ /CAO/E-1 dated \_\_\_\_\_
- (2) My relevant details are as under:  
(a) Rank & Name \_\_\_\_\_  
(b) Date of seniority for allotment of MoD Pool accommodation \_\_\_\_\_  
(c) IC No / Pers No \_\_\_\_\_ CDA A/c No \_\_\_\_\_  
(d) Office Address \_\_\_\_\_  
\_\_\_\_\_ Telephone \_\_\_\_\_  
(e) Accommodation presently held \_\_\_\_\_  
(f) Whether claiming HRA / House Rent Reimbursement \_\_\_\_\_
- (3) Order of preference for allotment, if applying in more than one offers/pools :-  
(i) (ii) (iii) (iv)
- (4) My name appears at Sl No \_\_\_\_\_ of above offer. I hereby give my acceptance as under:-

<u>S. No as per my preference</u>	<u>House / Garage / SQ No. with Area</u>	<u>Sl No. of accn in the offer</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>(ATTACH EXTRA SHEETS FOR CHOICES IF REQUIRED.)</b>		

- (5) The allotment position will be verified / allotment letter will be collected by me/my authorized rep. on the date of allotment as shown in the above offer letter and allotted house will also be occupied as per allotment letter. On failure I am aware that I should be relegated and charged damages rent as per rules.
- (6) I am aware that in case of submission of incomplete acceptance, I am liable to be relegated for a period of 6/3 months, depending on the type of accn.
- (7) I have read the instructions given overleaf.

Date \_\_\_\_\_

Signature of the officer  
Rank and Name  
For Auth Rep (enclose auth letter)

**PLEASE READ THE INSTRUCTIONS GIVEN IN ACCOMMODATION RULES  
(SALIENT FEATURES GIVEN ON REVERSE )**

**RULE POSITION ( SALIENT FEATURES) :**

1. **PROCEDURE FOR ALLOTMENT / GIVING ACCEPTANCE:** The officer whose name appears in the offer letter should personally ensure that his reply is sent by hand to reach QO (Room No.28, E Block) by the prescribed time and date. Replies received late would not be entertained. Officers can exercise a choice in the matter of selection of accommodation depending on their position in the offer letter. Thus the senior most officer accepting the accommodation can choose any house in the offer letter. The next officer can similarly exercise his choice. While the officers may indicate their preference for the houses offered as above, they are obliged to give acceptance for all the houses offered to avoid relegation. However, officers who have applied for allotment in specified areas, before the offer is made as per rules, need indicate their preference only for the accommodation located in the area/floors they have specified. Allotment will be made strictly in the order of seniority of the officers in the offer list vis-à-vis the preference given by them.

2. **RELEGATION:** For non-acceptance/incomplete/conditional acceptance an officer is liable to be relegated if any house is allotted to an officer junior to him or remains un-allotted. The period of relegation (from the date of offer) will be as follows:-

- (a) Regular/ 3-4 roomed hostel accommodation – six months.
- (b) Two room hostel/Hired accommodation – three months.

3. **PENALTY FOR NON OCCUPATION / NON COLLECTION OF ALLOTMENT LETTER:** An officer who fails to collect the allotment letter or occupy the accn allotted to him in accordance with the acceptance given by him, is liable to face the following actions:-

- (a) He will be relegated for six/three months depending on the accn allotted.
- (b) He will be charged damages rent from the date of such allotment till it is re-allotted and occupied by another officer.

**OTHER GENERAL GUIDELINES FOR GIVING ACCEPTANCE**

(a) This is only a format for giving acceptance. If the number of houses is more than the space given in the form, use additional sheets. Fill in all the columns carefully before submitting the acceptance.

(b) Acceptance with conditions/over-writing/corrections will not be accepted by this office.

(c) Receipt will be given only on a duplicate copy / photocopy of the acceptance being submitted.

(d) **Garages:** Give acceptance only for the garages, which would be taken over on allotment. There shall be no relegation for non-acceptance of garages. Non-collection of allotment letter or not taking over the allotted garage will result in deletion of name from the garage roster. Photo copy of Registration Certificate of Car to be submitted at the time of collecting allotment letter for garage.