

**LIEN HOLDER FORM (March 2009)**

Government of India  
**Directorate of Estates**

**LIEN HOLDER FORM FOR GENERAL POOL RESIDENTIAL ACCOMMODATION**

**Date of Receipt** (To be filled by Directorate of Estates) \_\_\_\_\_

Photo  
(Passport Size)

**TO BE FILLED UP BY THE APPLICANT**

Please follow the instructions given at the end of this Form before filling this form.

Registration Number (To be filled up by the Applicant if already registered)		Allottee Account Number (AAN) (To be filled up by the Applicant if allotted)				Group of Service				
						A	B	C	D	
1.	a) Service to which the Officer / Official belongs. Please tick (✓)									
	Tenure Pool (only for Central Deputation)			TN Pool	General Pool	Please indicate Service for TN/ General Pool applicants				
	IAS	IPS	Indian Forest Service (IFS)	Non-AIS	Other Services					
	b) Service Batch Year			c) Service Cadre						
2. Full Name of Allottee		Justice / Shri / Smt. / Dr. / Er. / Km / Ms.								
3. Name of Father / Spouse										
4. Designation										
5. Department / Organization										
6. Ministry / State Government										
7. Are you working in an eligible office of Central / State Government?					8. Service Status					
Central Government			State Government		Temporary		Permanent			
9.	a) Pay Band (Rs.)			b) Present Basic Pay (Rs.) (Band Pay + Grade Pay)			c) Present Grade Pay (Rs.)			
10.	a) Date of Birth				b) Date of Retirement on Superannuation					
			-				-			
11.	a) Date from which continuously employed in Govt. Service				b) Date from which continuously posted at Delhi					
			-				-			
12. Marital Status, in case of female	Single			Married	General		13. Category			
	Unmarried	Widow	Divorcee				SC	ST		
14.	a) Are you on deputation to Central Govt. ?		b) If yes, since the date				c) Duration of Deputation (in Year)			
	Yes	No			-					
15.	Particulars of the Government accommodation allotted to me by Directorate of Estates (DoE).									
	House Type		Locality			Sector		Block		House No.
	Allotment Type				Date of Occupation					
	Initial		Change		Ad-hoc					

16.	Do you / your spouse / your dependent children own a house within the jurisdiction of Local Municipality or any adjoining municipality?		Yes	No	
	If yes, please give details	Owner's Name	Relationship with Applicant	Address of House	
Rateable Value of House per annum, if any		Monthly Rental Income, if any			

17. Address of Place of Duty of the Applicant			18. Permanent / Home Town address (if any)		
Phone		Fax		Phone	
Mobile			E-mail		

**Declaration by the Applicant:**

It is certified that the above particulars furnished by me are correct.

**Date:** \_\_\_\_\_

**Signature of the Applicant :** \_\_\_\_\_

**TO BE FILLED IN BY THE FORWARDING OFFICE**

<b>Office ID</b> (10-digit ID)			Endorsement No.		Date		
<b>Office</b>							
<b>Category of Office</b> Please tick (✓)	Central Government						State Government
	Ministry	Department	Attached Office	Subordinate Office	Autonomous Body	Statutory Body	
<b>Name of Applicant</b>							
<b>Designation</b>							

1. Certified that the date of continuous employment under Government Service of the applicant is \_\_\_\_\_.
2. Certified that the present Basic Pay and Grade Pay of the applicant are \_\_\_\_\_ and \_\_\_\_\_ respectively as per service records.
3. Certified that the marital status of the applicant is \_\_\_\_\_ (single / widow / divorcee / married).
4. Certified that the applicant is employed in an eligible office and has not been **debarred** from allotment of General Pool accommodation.
5. Certified that the applicant is entitled / not entitled to rent free accommodation.
6. Certified that all the information mentioned in the application are verified from the records and found to be correct.

**Signature with Date :** \_\_\_\_\_

Name \_\_\_\_\_

Office Seal

Designation \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

## INSTRUCTIONS

1. Please fill up the form in **BLOCK LETTERS** only.
2. Fill dates as day (01-31), month (01-12) & year (2009) in the format **DD-MM-YYYY**.
3. Please tick (✓) wherever required to do so.
4. Pools have been coded as follows:  
**GP** : General Pool    **SG** : Secretary to Govt. of India    **CM** : Chairman / Member    **SC**: SC Pool    **LS** : Ladies Single Pool  
**TP** : Tenure Pool    **SE** : Secretary equivalent    **TN** : Tenure Pool (Non-AIS)    **ST** : ST Pool    **LM** : Ladies Married Pool
5. Hostel (Transit accommodation) has been coded as follows:  
**SS** : Single Suite without kitchen    **SK** : Single Suite with kitchen    **DS** : Double Suite
6. Please ensure that the application is complete in all respect, signed by the applicant and forwarded and stamped by the Forwarding Officer of your Office.
7. Forwarding Officer should mention the newly allotted 10-digit Office ID only, and not the old Department Code given earlier by this Directorate.
8. The completed application must be submitted by the applicant in person or through his / her representative at the Information Facilitation Centre of the Directorate of Estates located at Ground Floor (Near Gate No.2), C-Wing, Nirman Bhawan, New Delhi – 110108.
9. Registration number and Allottee Account Number (AAN) must be filled up if already allotted by this Directorate.
10. All India Service Officers on Central Deputation must fill up the details at para 14.
11. Hostel is a transit accommodation and if you are allotted Hostel accommodation, you must also apply for regular accommodation as per your entitlement.