



भा0कृ0अनु0प0:-राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो

ICAR-National Bureau of Plant Genetic Resources

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No. 32-278/2000/Estate/Pt

Dated: March, 2015

**C I R C U L A R**

**Sub:- Application for option of allotment for residence in the NBPGR pool of Residences for the employees of the Bureau at Headquarters-reg.**

1. It has been decided to invite applications in the enclosed proforma for tendering option for allotment of residential accommodation from the NBPGR pool of residences for preparation of priority list for Type-II and Type-III quarters only for the Calendar year 2015.

Entitlement for category of accommodation which is to be determined on the basis of the following range of Grade Pay.

2. (a) Type-II - Grade Pay Rs.1900/- to 2800/-, As per new norms of (Sixth Central Pay Commission).
- (b) Type-III - Grade Pay Rs.4200/- to 4800/-, As per new norms of (Sixth Central Pay Commission).

3. (a) Officials entitled Type-II & Type-III residences will count their continuous entire service under the ICAR and its institute/Central Govt./State Govt./Defense Service and Universities Services for allotment of house i.e. the due date of priority holding continues qualifying appointment on a post including the period of authorized absence on deputation foreign service training leave etc.

(a) Pay as on 01.01.2015 (only in the Revised pay scale will be determining factor for category of the house to be incorporated into the priority list).

4. (a) Application forms have been made available with the Estate Section. In view of the need for economy, the demand for application forms should be restricted to the absolute minimum. In no case the application forms should be used for retaining office copy specimen. The Head of office will supply the application form only on written request.

(b) It may also kindly be noted that it will be the responsibility of the Sectional Heads and the Heads of the Division to ensure that application duly filled in all respect and certified by the HOD/Sectional Incharge in respect of eligible employees of the Institute working under them, and sent to the Estate Section directly by the due date mentioned in the succeeding para.

(b) For such an officer who happens to be on leave, tour etc. and where it is not possible to contact them for filling up the application form within the prescribed period, send through the Section/Division concerned as in other cases within the prescribed date. However, final application form should be got filled in form those who are on leave, tour etc., immediately on joining their duties and forwarded within a week's time to the Estate Section. Applications received after the expiry of the stipulated date will not be entertained.

5. No column of the application form should be left blank or dash marked. Incomplete applications will not be reflected in the waiting list. Application duly completed in all respect and certified by the concerned HOD/Sectional Head should be sent to the Estate Section of this Bureau so as to reach in the section by due date i.e., 31.03.2015 positively.

6. The Heads of the Division and Sectional Heads, may kindly ensure that the application forms from the staff working under them are forwarded to the Admn. Section by the prescribed date without fail.

7. It is again emphasized that it will not be possible for this office to entertain applications, which are received in the Estate Section after 31.03.2015.

Encls :As above.

*K. Pandey*  
4/3/15  
Administrative Officer

Distribution :-

1. Chairman, Estate Committee, NBPGR, New Delhi
2. All Heads of the Divisions/Project Coordinator, /Sectional Incharge / Units/Cell/Library, NBPGR, New Delhi.
3. P.A. to the Director, for kind information.
4. Notice Board
5. O/I (ARIS) for circulation by e-mail.