

**Government of India
Department of Atomic Energy
Directorate of Construction, Services & Estate Management
(Allotment Section)**

**Vikram Sarabhai Bhavan
Anushaktinagar
Mumbai-400 094**

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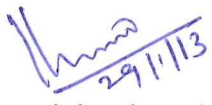
January 29, 2013

CIRCULAR

The existing procedure for allotment of departmental accommodation to the officials coming on transfer and on return from abroad after EOL/Deputation to Mumbai during the course of the Allotment Year after finalization of the Priority List was under consideration for review of this Directorate and having regard to the fact, it has been decided to lay down the following guidelines.

- 1) All the requests from the Officials who come on transfer will be considered and their names will be incorporated in the operating Priority List.
- 2) Subsequent to inclusion of their names in the Priority List, if their turn stands covered in the previous normal schedules of allotment they will be considered as below:-
 - a) The applicants who submit their applications for allotment within 10 days from the date of joining duty in Mumbai will be allowed an option to choose from among the vacant category A (Ready for occupation) flats and accordingly allotment order will be issued immediately. They are required to take possession within the normal prescribed period of 8 days. In case not interested for such allotment, they will be considered for allotment at the ensuing normal schedule of allotment under "limited option".
 - b) In case, the vacant flat in Category A (ready for occupation) is not available, they will be allowed an option to choose from among the category "B" (Minor repairs) flats, in which case they will be required to take possession immediately within the prescribed time of 8 days' without any maintenance work. If not interested, they will have to wait for consideration in the normal schedule of allotment under "Limited Option".
 - c) In case, the vacant flat in Category A (ready for occupation) & "B" (Minor Repairs) are not available, they will be allowed an option to choose from among the category "C" (Upgradation) flats and they will be required to take possession immediately after painting without upgradation. In case not interested, they will have to wait for consideration in the normal schedule of allotment under "Limited Option".
 - d) Those who have submitted their applications after 10 days from the date of resuming duty in Mumbai will be considered for allotment in the ensuing normal schedule of allotment under limited option.
- 3) Those whose turns are yet to be covered will have to wait for their turn in the future schedules of allotment.
- 4) After the display of the vacancy list of flats for the normal allotment schedule, no allotment will be considered from the available vacancy list of the flats. In such cases, the request will be considered only after regular allotment schedule.

Administrative Heads of Units of DAE stationed in Mumbai are requested to bring the contents of this Circular to the notice of all their employees.


(K. Gopalakrishnan)
Administrative Officer-III

1. Director (Admn.), DAE
2. Chief Administrative Officer, HWB
3. Chief Administrative Officer (P), BARC
4. Chief Administrative Officer, AEES
5. Chief Administrative Officer, DPS
6. Sr. Manager, (P&IR), NPCIL
7. Sr. Manager (P&IR), NUB, NPCIL
8. Administrative Officer (EM/A), DCS&EM.
9. Chief Administrative Officer, AERB.
10. Chief Administrative Officer, BRIT.