

F. No.11(1)/2025-Cdn. | 881

Date: 08.12.2025

CIRCULAR

All the officers and employees of the institute are informed that if they want to get allotment of eligible category accommodation as per eligibility in all the existing accommodation (Type- II, III, IV & V) in this campus or change from one accommodation to another accommodation, fill their application in the attached format and submit it to the undersigned by 19.12.2025 so that the priority list for the year 2026 (January-2026 to December-2026) can be prepared and circulated. It is also informed that applications received after 19.12.2025 will not be considered.

Regarding change of residence, all officers and employees are informed that as per the rules, change of residence in the same housing category is valid only once, if any officer or employee has already taken change of residence in the same category, then their application will be invalid.

This is issued with the approval of the Director.

*Ratna
08/12/2025*
(Anuradha)
Administrative Officer

Distribution :-

1. All Project Coordinators, Divisional Heads and Section Incharges of ICAR-CIPHET, Ludhiana.
2. Chairman, Housing Allotment Committee, ICAR-CIPHET, Ludhiana
3. Notice board

भाकृअनुप-केन्द्रीय कटाई-उपरान्त अभियांत्रिकी एवं प्रोधोगिकी संस्थान
लुधियाना

मि.सं. 11(1)/2025-Cdn. | ४५।

दिनांक: 08.12.2025

परिपत्र

संस्थान के समस्त अधिकारियों एवं कर्मचारियों को सूचित किया जाता है कि अगर वह इस परिसर में समस्त मौजूद आवासों (Type- II, III, IV & V) में पात्रता अनुसार योग्य श्रेणी का आवास आवंटित करवाना चाहते हैं अथवा किसी आवास से दूसरे आवास में बदलाव चाहते हैं तो अपना आवेदन संलग्न प्रारूप में भरकर दिनांक 19.12.2025 तक अधोहस्ताक्षरी को प्रस्तुत करें ताकि वर्ष 2026 (जनवरी-2026 से दिसम्बर-2026) के लिए प्राथमिकता सूची तैयार करके परिचालित की जा सके यह भी लिखा जाता है कि दिनांक 19.12.2025 के उपरान्त प्राप्त आवेदन पर कोई विचार नहीं किया जायेगा।

आवास बदलाव के बारे में समस्त अधिकारियों एवं कर्मचारियों को सूचित किया जाता है कि नियमानुसार एक ही आवास श्रेणी में आवास बदलाव केवल एक बार ही मान्य है, अगर कोई अधिकारी एवं कर्मचारी एक ही श्रेणी में आवास बदलाव पहले ही ले चुके हैं तो उनका आवेदन अमान्य होगा।

यह निदेशक महोदय के अनुमोदन से प्रेरित किया जा रहा है।

अनुराधा
(अनुराधा)

प्रशासनिक अधिकारी

वितरण : -

- सभी परियोजना समन्वयक, प्रभागाध्यक्ष एवं प्रभारी अनुभाग, भाकृअनुप-सीफेट, लुधियाना।
- अध्यक्ष, आवास आवंटन समिति, भाकृअनुप-सीफेट, लुधियाना।
- सूचनापट।

**ICAR-CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY
PAU CAMPUS, LUDHIANA-141 004 (Pb.)**

APPLICATION FOR THE ALLOTMENT OF RESIDENCE QUARTER
(To be filled by the applicant)

1. Name in block letters : _____
2. Designation with grade : _____
3. Office of posting : _____
4. Date of birth : _____
5. (a) Date of appointment of ICAR service(including previous continued service in other departments, if any which should be specified with periods).
In case of group Dcategory staff the date of appointment to regular service is required.
Contgt. service if any is not to be included.
(b) Date of joining at CIPHET : _____
6. Pay as on : _____
7. Present Level in the pay matrix : _____
8. Pre-revised Grade Pay/Basic Pay : _____
9. Date of transferred Ludhiana : _____
10. Type of accommodation applied for : _____
11. Type of accommodation eligible for : _____
12. Whether applicant (or any of his family members) owns any house with in the local limits of Ludhiana municipality and adjoining village. If so, detailed reason (to be furnished separately) for allotment of Institute accommodation.
: _____
13. Have you attached form 'C' duly completed?
Application will not be considered, if this form is not attached.
: _____
14. Indicate the date of receipt of emoluments (as defined in FR-45)* When such emolument include any allowance other than basic pay the full detail thereof, should be furnished for allotment of residences.
: _____

Entitlement for types of accommodation as per 7th CPC

For Type II residence	:	Level 2, 3, 4, 5
For Type III residence	:	Level 6, 7, 8, 9
For Type IV residence	:	Level 10, 11, 12
For Type V-B (D-I) residence	:	Level 13, 13A

I declare that the information furnished by me is complete and true.

Date: _____ Signature of Applicant: _____

Name of Applicant : _____

Designation : _____

Office : _____

FOR OFFICE USE

All the particulars furnished by the applicant have been duly checked from official records and certified correct.

Administrative Officer

Form 'C'

DECLARATION TO BE OBTAINED FROM THE OFFICERS/OFFICIALS NOT OWNING HOUSE AT THE PLACE OF THEIR POSTING

I, _____ designation _____

Ministry/Department of _____ hereby declares that I or any member of my family do not own a house within the local limits of Ludhiana Municipality and adjoining villages*.

I also do not have any Govt. accommodation already allotted to me/or the details of accommodation allotted to me already, are as under:

Quarter No. _____ Type _____

Date of Allotment _____

Signature

(Name of the Officer /Official)

* The inapplicable clause should be scored.

**ICAR-CENTRAL INSTITUTE OF POST HARVEST ENGINEERING & TECHNOLOGY
PAU CAMPUS, LUDHIANA-141 004 (Pb.)**

PROFORMA FOR CHANGE IN THE QUARTER

1. Name in block letters : _____

2. Designation : _____

3. Date of birth : _____

4. (a) Date of appointment of ICAR service : _____

(b) Date of joining at CIPHET : _____

5. Pay as on : _____

6. Present Level in the pay matrix : _____

7. Pre-revised Grade Pay/Basic Pay : _____

8. Quarter No. /Type already in possession :Qrt. No. _____ Type _____

9. Date from which in possession : _____

10. Choice for particular quarter/quarters, if any : _____

11. Reason for the change of quarter : _____

I declare that the information furnished by me is complete and true.

Date: _____ Signature of Applicant: _____
Name of Applicant : _____
Designation : _____
Office : _____