APPLICATION FOR THE ALLOTMENT OF STAFF QUARTERS AT ESIC HOSPITAL BIHTA,PATNA

1.	Name of The Applicant (Block Letters)	
2	Date of Joining in ESIC	
3	Employee No	
4	Applicant Date of Birth	
5	Designation/Place of posting	
6	Drawing & Disbursing Officer	
7	Sex (Male/Female)	
8	Marital Status (Married/ Unmarried)	
9	Date of continuous service in ESIC	
10	Details of past service if counted for all purpose	
11	Date of first increment	
12	a} Present basic pay & level in pay matrix b) Date of next increment	
13	Type of staff quarter applied for	
14	Whether belongs to SC/ST/PH Category. If yes name of category	
15	Whether wife/husband of the applicant employed (if yes give | details)	
16	Whether applicant or any of his/her family member own any house/allotted any accommodation with the municipal limits of Patna (if yes give details)	
17	Whether presently alloted any staff quartets? If yes details thereof. If surrendered the reasons therefore	
18	Details of family member who will in the quarter when alloted and occupied	

Sl no.	Name of the family member	Date of Birth/Age	Sex	Relationship

19	Whether the applicant has read the allotment rules?	
20	Whether he/she is ready to comply with the allotment rules	

Date:

Place:

Signature of the applicant

Place of Posting   :........................

(FOR OFFICE USE ONLY)

Forwarded to Regional Director/Estate Officer, ESIC Bihar for further necessary action. Above facts and information forwarded on the basis of records available with ESICH,Bihta.

Controlling Officer

ESICH,Bihta,Patna

No. 423-D-11/18/2019/Staff Quarters/ESICH Bihta   Dt.-14.08.2019

Circular

Subject:- Allotment of Staff Quarters situated at ESIC Hospital, Residential Colony, Bihta, Patna,Bihar-801103.

Fresh application are invited from the Doctors/Officials/Officers of ESIC,Bihta (and other Offices subject to availability conditions) who are interested and are eligible for the allotment of staff quarters at ESIC Hospital Residential Colony, Bihta, Patna,Bihar-801105 in enclosed performa duly verified by the DD(A}/ AD(A}/ HOD/IMO(i/c) of the place of posting as may be applicable for drawing the priority list for the year 2019 which shall remain effective up to 31-12-2019.

The entitlement of the **Type -I, Type-II, Type-III and Type -IV** Staff quarter after 7 pay commission is as under:

Type of residence   Entitlement as per drawing of pay

Type -I   **Pay Matrix-1**
Type - II   **Pay Matrix-2,3,4,5**
Type- III   **Pay Matrix-6,7,8**
Type-IV   **Pay matrix-9,10,11**

Application in the prescribed performa duly filled in shall be received in this office by 30.09.2019. Incomplete application will not be considered and will be liable for rejection. The staff on leave may please be informed at their residential address under registered post by the respective branch, so that they may also be able to send their applications latest by 30.09.2019, in case they are interested within the stipulated date, first priority list will be prepared by 31.10.2019, and the process of application shall then remain open for receiving application even thereafter and preparations/updation of priority list every month end for periodical allotment thereafter. Request for priority spot allotment may be considered by competent authority subject to vacancy of Quarter(s) at any point of time.

Encl. Application Performa.

Asstt. Director (Gen)

Copy to:
1. Addl. Commissioner, ESIC Hqrs, Medical Cell, Panchdeep Bhavan, C.I.G Marg, New Delhi
2. Addl. Commissioner, ESIC Hqrs (General Branch), Panchdeep Bhavan, C.I.G Marg, New Delhi
3. MS, ESICH Bihta, Admin/Cash/Accounts/Ortho.OPD/Surg.OPD/Gynae OPD/ Paed OPD/Eye OPD/ENT OPD/Ayuevedic OPD/Wards, Noitce Board & MS,ESICMH,Phulwarisarif.
4. All Branch Officer, ESIC Bihar Region.
5. Guard File.

Asstt. Director (Gen)