



प्रधान मुख्य आयकर आयुक्त , प.बं व सिक्किम कार्यालय
OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, W.B. & SIKKIM
पी-7, चौरंगी स्क्वायर, आयकर भवन, कोलकाता-69
P-7, Chowringhee Square, Aayakar Bhawan, Kolkata – 69.
Tele-FAX (033) 2262-8065

No. Hqrs.(Admn & TPS.)-2/23W-1 to 5/2016-17/

Dated : 14/ 03/2017

**NOTICE INVITING APPLICATIONS BY OFFICERS AND STAFF OF INCOME TAX DEPARTMENT FOR
ALLOTMENT OF FAMILY ACCOMMODATION FROM THE INCOME TAX POOL AT KOLKATA FOR
THE ALLOTMENT YEAR 2017-18**

- A. Pursuant to Rule S.R. 317-P-4 of the Department of Revenue and Company Law Allotment Rules, 1964 read with Circular No. F. No. 195/1/85 Ad.VIII, dated 21.03.1985 of the Ministry of Finance and F.No.21/23/87-co-ord., dated the 7th May 1987 of the Ministry of Finance, applications for allotment of Govt. quarters for Type- I, II, III, IV & V in the Income Tax Pool for the year 2016-17 are invited from eligible and interested officers and officials of the I.T. Department, Kolkata. The duly filled up applications will be received at the office of the Pr. CCIT, WB & SIKKIM/ITO, Hqrs.(Admn & TPS) – 2, Kolkata, Room No. 10, 1st floor, Aayakar Bhawan, P-7, Chowringhee Square, Kolkata – 700 069 following the date of this notice.
- B. Duly filled up applications in prescribed proforma will be received up to the last working day of every month for consideration of allotment in the next following month.
- C. Waiting list prepared on the basis of applications received for consideration in the year 2016-17 will be cancelled on 31/03/2017. Therefore, all persons who had applied for the year 2016-17 will have to apply again for enrolment of their names in the waiting list for the year 2017-18.
- D. i) Seniority date for the purpose of allotment of residence shall be determined by the date from which the applicant has been continuously working under the central or state government including the period of foreign service, certificates from heads of offices or DDOs must be attached to the application form for verification.
- ii) Seniority date for the purpose of allotment of residence for Type-V quarters shall be determined by the date of reaching the qualifying limit of prescribed grade pay for this kind of residence i.e., seniority of an applicant for Type-V will be the date on which he reaches the grade pay of Rs.7,600/- p.m.
- E. Entitlement for other types of accommodation will be determined as per the following Grade pay drawn as on 01/01/2017.

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Types of quarters	Grade Pay	Location
I	Rs.1,300/-,Rs.1,400/-,Rs.1,600/-, Rs.1,650/- and Rs.1,800/-	Ultadanga, E.M.Bye-pass
II	Rs.1,900/-,Rs.2,000/-,Rs.2,400/- and Rs.2,800/-	-- Do --
III	Rs.4,200/-, Rs.4,600/- and Rs.4,800/-	Singhee Park, EM Bye-Pass, Ultadanga
IV	Rs.5,400/- to Rs.6,600/-	Singhee Park, EM Bye-Pass, Ultadanga, Purna Das Rd., Salt Lake
V	Rs.7,600/- & above.	Singhee Park, Salt Lake, Purnadas Road

[Grade Pay/Emoluments means the emoluments as defined in F.R. 9(21)(1)(i) i.e., the pay other than special pay or pay granted in respect of his personal qualifications, which has been sanctioned for a post held by him substantially or in an official capacity or to which he is entitled by reason of his position in a cadre.]

- F. Applications should be made in the prescribed form which may be collected from the office of the Income Tax Officer, Hqrs,(Admn & TPS)-2, Kolkata situated at Room No.1/10, Aayakar Bhawan, P-7,Chowringhee Square,Kolkata-700069. After submitting application, if any officer or staff proceeds on tour or on leave, he should keep this office informed as to the person who can look after his interest in the matter of allotment. Officers and staff members coming from outside may apply within one month from the date of joining at Kolkata office and in that case, last working day of each month will be cut off date for submission of application for the purpose of allotment of quarter on any type. All applications of allotment will be dealt as per Department of Revenue and Co. Law Allotment Rules, 1964 as amended from time to time.

Sd/-

(गौतम बोस/ GOUTAM BOSE)

आयकर अधिकारी,मुख्या. (प्रशा. व टीपीएस)-2,कोल.

I.T.O.,HQRS.(ADMN & TPS) – 2, KOLKATA

For Pr.CHIEF COMMISSIONER OF INCOME TAX,W.B. & SIKKIM

No. Hqrs.(Admn & TPS.)-2/23W-1 to 5/2016-17/2333-82

Dated : 14/03/2017

- Copy to: (a) All the offices under Income Tax Department, Kolkata.
(b) All Recognized Associations of Income Tax Department, Kolkata.



(गौतम बोस/ GOUTAM BOSE)

आयकर अधिकारी,मुख्या. (प्रशा. व टीपीएस)-2,कोल.

I.T.O.,HQRS.(ADMN & TPS) – 2, KOLKATA

For Pr.CHIEF COMMISSIONER OF INCOME TAX,W.B. & SIKKIM

SCHEDULE - A**(S.R. 317)****GOVERNMENT OF INDIA****Form of application for officers/officials of Income Tax Department, Kolkata (W.B.)
for allotment of residence for the year 2017-18**

1.(a)	Name (IN BLOCK LETTERS)	
(b)	Particulars of permanent/quasi-permanent/Temporary post held.	
(c)	Present designation	
(d)	Category(SC/ST/OBC/General)	
(e)	Civil Code (only for Type - V)	
(f)	Date of retirement/superannuation	
2.(a)	Grade Pay as on 01/01/2016	
(b)	Basic Pay as on 01/01/2016 [Pay as defined in F.R.9(2)(a)(ii)]	
(c)	Date since when the pay as on (a) & (b) above are being drawn	
(d)	Indicate the source from which emoluments are drawn if not from the consolidated funds of the Govt. of India.	
3.	Type of accommodation to which entitled with seniority date.	
4.	Preference of location	(i) (ii) (iii)
5.	The seniority date in case of Type-I, II, III & IV shall be the date from which the officer concerned has been continuously in service under the Central Govt./State Govt. including foreign service(Vide Board's letter F.No. 195/1/CS Ad.VIII dated 21/03/1996) and the seniority date in case of Type-V shall be the date from which the officers concerned reached the grade pay of Rs.7,600/-.	
6.	Full particulars of Govt. residence (if any) allotted (i) By the head of department (ii) By other Govt. department	
Certified that I have read all rules covering the allotment of residence and declared that the particulars given as above are correct and that the allotment to be made to me or already made shall be subject to the rules and subsequent amendments, if any, therein.		
Signature :		
Office to which attached including name of office building :		
Telephone No.(O):	Mobile No.	

(2)
TYPE OF ACCOMMODATION AS PER GRADE PAY

Types of quarters	Grade Pay	Location
I	Rs.1,300/-,Rs.1,400/-,Rs.1,600/-, Rs.1,650/- and Rs.1,800/-	Ultadanga, E.M.Bye-pass
II	Rs.1,900/-,Rs.2,000/-,Rs.2,400/- and Rs.2,800/-	-- Do --
III	Rs.4,200/-, Rs.4,600/- and Rs.4,800/-	Singhee Park, EM Bye-Pass, Ultadanga
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V	Rs.7,600/- & above.	Singhee Park, Salt Lake, Purnadas Road

**ANNEXE TO APPLICATION FORM FOR ALLOTMENT OF GOVT. QUARTERS
(TO BE FILLED IN BY ALL APPLICANTS)**

1.	The Name of the spouse (Husband/Wife as the case may be)	
2.	Name & address of Dept., Designation & Pay scale of spouse	
3.	Whether your spouse is in occupation of a Govt. quarter at Kolkata or is drawing HRA. (* State 'Nil' if spouse is not a Govt. servant.)	

Dated :

[Signature of applicant with designation]

Certified that: -

4.	The Grade Pay of Sri/Smt _____ as on 01/01/2016 is Rs. _____ per month.
5.	The Basic Pay of Sri/Smt _____ as on 01/01/2016 is Rs. _____ per month.
6.	He/She is in continuous Govt. service since _____ (in case of Type – I / II / III / IV quarters)
7.	He/She reached the grade pay of Rs.7,600/- per month w.e.f.....
8.	He/She has joined the Kolkata charge on _____ (in case of those who have joined here on transfer from outside during the financial year)

OFFICE SEAL

[Signature of the D.D.O.]