

भा कृ.अनु.प.-काजू अनुसंधान निदेशालय

पुत्तूर - 574 202, दक्षिण कन्नड, कर्नाटक

ICAR-DIRECTORATE OF CASHEW RESEARCH
PUTTUR 574 202, DK, KARNATAKA

F No.18-3/2019-Estt.

Dated: 09.02.2021

CIRCULAR

Ref: Circular F.No. 18-3/2019-Estt dated 29.01.2021

Applications are invited from the Officers and Staff members of this Institute for the preparation of priority list for the allotment/change of Residential Quarters during the year 2021. Applications in the prescribed proforma (given overleaf) may be submitted to the Estt Section of the Institute on or before 15.2.2021. The Circular cited above may please be treated as cancelled.

The details of quarters entitlement are indicated below:

Sl. No.	Entitled type	Level in the pay matrix
1	Type I	1
2	Type II	2,3,4, 5
3	Type III	6,7,8
4	Type IV	9,10,11
5	Type V	12,13,13(A), 14

The Official joining the Institute on first appointment or transfer during 2021 may submit their applications (in the proforma) within one month of joining duty. Applications thus received on or before 20th of the month shall be considered for allotment in the succeeding month along with the enlisted applicants.

This is issued with the approval of the Competent Authority.

M. K. S. Rao
Asst. Administrative Officer

Copy to :

1. All the Scientific/Technical/ Administrative Staff, DCR, Puttur
2. The CTO/FS (K)/(S). The contents of the circular may please be brought to the notice of the staff working under them.
3. Asst. Finance & Accounts Officer, DCR, Puttur
4. Asst. Administrative Officer, DCR, Puttur
5. PS to Director, DCR, Puttur
6. Secretary, IJSC Official /Staff Side IJSC, DCR, Puttur
7. Notice Board –Kemminje (Office/Farm)/ Shanthigodu /Library/Institute Website.

PROFORMA

Application for allotment of Residential Quarters in response to the circular

01	Name and Designation	
02	Type of quarters for which eligible	
03	Level in the matrix as on 01.01.2021	
04	Date of entry in ICAR/ Central or State/ University service	
05	Whether SC/ ST	
06	Quarters presently occupied (in case of request for change)	
07	Quarters for which applied (in case of request for change)	
08	Date of drawn of higher Pay level in the pay matrix for Type V quarters	

Date:

Place:

Signature:

Name: