

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: 05.04.2024

**CIRCULAR**

Applications are invited from the Officers and Staff members of this Directorate for the preparation of priority list for the allotment/ change of Residential Quarters during the year 2024. Applications in the prescribed proforma (given overleaf) may be submitted to the Establishment Section of the Directorate on or before 16.04.2024.

The details of quarter's 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
6	Type VI	14

This is issued with the approval of the Competent Authority.

  
**Asst. Administrative Officer**

Copy to:

1. All the Scientific/Technical/ Administrative/Skilled Supporting Staffs, 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. The Asst. Finance & Accounts Officer, DCR, Puttur
4. 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.

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

**PROFORMA**

Application for allotment of Residential Quarters in response to the circular dated  
05.04.2024.

01	Name and Designation	
02	Type of quarters for which eligible	
03	Level in the matrix as on 01.07.2023 / 01.01.2024	
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: