

MAHANAGAR TELEPHONE NIGAM LIMITED
OFFICE OF THE EXECUTIVE DIRECTOR, DELHI
K.L.BHAWAN, NEW DELHI-110050

No: Bldg-II/one step higher/type-V/2016-17/
Dated at the New Delhi, 21/07/2017

To,
All GMS/CE(BW)/CE(E)
MTNL,
New Delhi.

Sub: Regarding allotment of tentative vacant quarters type-V

With reference above mentioned subject, it is intimated that approximately 24 numbers of MTNL type-V quarters are lying vacant at present and there is no demand for allotment of these quarters.

In view of above, it is proposed to allot these quarters one step higher basis to executives eligible for one step below category quarter on seniority cum availability basis, with the conditions that three times of normal licence fees will be charged for type-V quarter as per policy of MTNL.

Tentative number and location of available type-V quarters alongwith application form is enclosed herewith.

Duly filled application form forwarded by the unit officer and verified by concerned AO(P&A) should be submitted at the central receipt section at K.L.Bhawan w.e.f.24-07-2017 and latest by 07-08-2017

This has got approval of competent authority.


AGM(Bldg)

Encls: as above

Copy to:

1. SA TO ED(Delhi) for kind information please.
2. PGM(O)/PGM(D)/PGM(WS) for kind information please.
3. GM(HR) MTNL CO for kind information please.
4. GM(IT) for uploading the circular on MTNL website for wide circulation please.
5. DGM(INT) for uploading the circular on MTNL website for wide circulation please.
6. General Secy of TEAM/MEA/Mazdoor Sangh/MTNL SC/ST/Employees Welfare Association for information please.

MAHANAGAR TELEPHONE NIGAM LIMITED ANNEXURE-II
APPLICATION FORM FOR HOUSE ALLOTMENT
(PRESCRIBED UNDER RULES FOR ALLOTMENT OF MTNL RESIDENCES)

1. Name _____ Father Name _____
2. Staff No. _____ Employee No. _____
3. Designation _____ 3. (a) Grade (E/NE) _____
4. Division/Present Office Address (with pin code) _____
5. Department (Unit to which attached) _____
6. Phone No. Office _____ Residence _____ Mobile _____
7. Category _____ GENERAL _____ SC _____ ST _____ PH* _____
8. Date of Birth _____
9. (a) Date of (Regular) Appointment in the Deptt. _____
(b) Date of Joining MTNL _____
10. DATE OF ENTITLEMENT (i.e. date of drawing pay scale in existing grade)
11. Basic Pay Rs. _____ BP Type : IDA CDA
(in case of CDA pay scale, corresponding IDA pay scale may also be given)
12. Floor Preference _____
13. Whether Sanctioned HBA _____ YES/NO
- I. Address of the house being acquired by utilising HBA _____
- II. Expected date of possession of completion of construction _____
14. Present residential Address _____
15. Whether interested for one step higher _____ YES/NO
16. Whether one step lower acceptable _____ YES/NO
(in case of Type-V & above)

I have read and understood rules for allotment of MTNL residence and agree to abide by the same as amended from time to time.

Date :

(Signature of Applicant)

(Signature of controlling officer)

Facts given above for Sh. _____ Staff No. _____ Have been verified and found correct based on records of personnel dept/ from the service book.

Date

(Signature of Concerned Officer
of personnel department / accounts
officer (P&A))

Applicable if the employee his/her dependent residing with him/her is physically handicapped (Medical certificate from CMO to be attached)

ACKNOWLEDGEMENT

Received an application for allotment of MTNL residence from Shri/Smt _____ staff No. _____ Working as _____ in _____ department of MTNL _____ on _____ His/her request has been registered vide registration no _____ Allottee is requested to quote his registration No. _____ in full correspondence regarding allotment.

Note :- Incomplete Application form Shall be rejected without intimation

Date

(Signature of concerned officer)

ENTITLEMENT TABLE

Type of qtr.	Designation	Grade
VII	CGM/PGM & Above	E9+
VI	Addl. GM, GM & above	E8, E9 & above
V	DGM & above	E6 & E7
IV	SDE & Equivalent cadre and above	E3 - E5
III	PRO/LO/JTO/JAO/AM/Executive & equivalent cadre and above	NE-12 E1 & E2
II	Noe executives of different cadres	NE-5-NE-II
I	Non executives of different cadres	NE-I-NE-4

THE DETAILS OF TYPE-V VACANT QUARTERS IS AS UNDER:

S.NO	LOCALITY	NO
1	ROHINI	21
2	PASCHIM VIHAR	3