

**APPLICATION FOR ALLOTMENT OF CAR GARAGE /SERVANT QUARTERS UNDER
MINISTRY OF DEFENCE POOL**

PART I (TO BE FILLED BY THE OFFICER)

1. Personal No, Rank & Name :
2. Date of Assumption in AFHQ :
3. Accommodation Presently Occupied :
4. Date of occupation of accn :
(Enclose photo copy of occupation report in case of CPWD areas)
5. **Particulars of the car** (If application is for allotment of Garage)
 - (a) Registration Number :
 - (b) Whether the car is in officer's name
or in the name of officer's spouse :
 - (c) Date of purchase of Car :

Certified that the above information is correct. I undertake to surrender the garage within one month of the sale of the car or apply for retention of garage in case of purchase of another car.

(Note:-Please refer to instructions on overleaf)

Signature _____

Office Address _____

Office Stamp & Seal

Tele No _____

Place: _____

Date: _____

PART II(to be filled by CAO/E-1)

1. Date of occupation of accommodation :
2. Date of receipt of application in CAO's Office :
3. Date of seniority for Garage/SQ :

AO, CAO/E-1
- - 200

APPROVED/NOT APPROVED

(QUARTERING OFFICER)

- - 200

ALLOTMENT OF CAR GARAGE/SERVANT QUARTERS (SQ)

UNDER MOD POOL

(INSTRUCTIONS)

1. As per MoD pool Accommodation Rules, officers are required to apply separately on the prescribed form for allotment of car garage for Type – V flats (D-I and D-II only), Arjun Vihar and Curzon Road Apartments areas, and for allotment of servant quarters in Curzon Road Apartments only.
2. Allotment of garages in these areas is restricted to only those officers who are in possession of cars in their own / spouse's name.
3. The seniority for this purpose will reckon from the date of allotment of the flat if the application is made within 15 days (from occupation), failing which the seniority will reckon from the date of receipt of application in CAO/E-1.
4. Offer letters for garages / SQs are issued along with the offers for married accommodation.
5. *There is no relegation for not giving acceptance to offers for garages / SQs.*
6. However, if an officer who is allotted garage / SQ based on his acceptance, fails to collect allotment letter or fails to take over the allotted garage / SQ, his name shall be deleted from the waiting list for garages / SQ, without further intimation to him.
7. An officer is not eligible to apply for garage / SQ if he has been posted out from AFHQ, and is retaining MoD Pool accn on permissible grounds.
8. Copy of registration certificate of car is required to be submitted by the officer to CAO/E-1 at the time of collection of allotment letter.