



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION
AND RESEARCH, PUDUCHERRY-6
(An Institute of National Importance under MH & FW)



ESTATE SECTION

Form of application for **change of residence for the year 2020** in JIPMER Campus at Dhanvanthri Nagar.

1. Name in BLOCK LETTERS :
2. Staff Number :
3. Designation :
4. Office Address viz Name of Section and Department :
5. Accommodation currently occupied :
6. Date of Occupation :
7. Pay Details (Please attach proof as pay slip for verification) :
 - (a) Pay matrix level :
 - (b) Present Pay (Rs.) :
 - (c) Previous Grade Pay (Rs.) :
 - (d) Present Basic Pay (Rs.) :
(Pay Band (b) + Grade Pay (c)) :
8. Previous Grade Pay continuously drawing from :
9. Reasons for change :
10. Choice for Change of Accommodation according to Grade pay :
11. Are you refused the offer of change of JIPMER quarters earlier? :
12. Date of joining in JIPMER :
13. Date Birth :

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14. Have you cleared the upto date electricity Bill? Please enclose latest proforma bill and receipt issued by Electricity Department, Puducherry :

15. Contact Number of the Applicant :

16. Special Request if any :

- (a) I have not availed change of residence earlier in the type of accommodation presently occupied by me.
- (b) This is the first application for such a change.

Dated : _____

Signature of Allottee

Note :-

- (a) If fails to accept a change of residence offered within five days of the issue of offer of allotment, the staff member shall not be considered again for a change of residence of that type.
- (b) If staff member is vacated the quarters on resignation/transfer or change of residence and vacated the quarters on the own request in between of the calendar month, it is responsibility of staff vacating quarters to pay the electricity bill on floating the proforma invoice by electricity department during first week of following the month of vacation of quarters and after payment of bill, copy of the bill has to be handed to Estate Section for records.

Signature of the forwarding Officer