

POLICE HEADQUARTERS



JAMMU & KASHMIR

E-Mail: buildingsectionphq@gmail.com

JAMMU

Office: 0191-2437968-Jammu

0194-2437753-Srinagar

Subject: Allotment of hotel accommodation at Srinagar for the move period i.e May to October 2020 (Summer Session).

In order to provide hotel accommodation at Srinagar for Summer Session 2020 (May 2020 to ending October 2020) all subordinate formations of J&K Police who are likely to move Srinagar with Darbar Move are informed that:-

- 1) The PHQ, J&K is seeking application forms for providing of hotel accommodation to the employees at Srinagar who are moving with Annual Darbar Move for the Summer Session 2020.
- 2) The application forms (as per enclosed proforma) filled in all respects duly authenticated by the DDOs/Supervisory Officers concerned through their respective Hqrs. shall reach PHQ by or before 15th of March 2020.
- 3) PHQ, J&K shall not entertain any Individual requests without the recommendations of concerned DDOs/Supervisory Officers.
- 4) The application forms of move/Non-Move employees be furnished to PHQ separately in MS Excel format as per the below mentioned proforma (hard/soft copy).

S. No.	Rank	Name	PID No.	Unit from where salary drawn	Place of posting/ attached with	Last year allotment , if any, Name of Hotel with Room No.	Residential address	Mob. No.
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(Abdul Ghani Mir) IPS

Additional Director General of Police, (Hqrs.)
PHQ, J&K-Jammu.

Encl: application form

No. BD/Hotels/30/ 034-50

Dated: 07/03-2020

Copy to the :-

1. Director General, Prisons, J&K Jammu.
2. ADGP, CID/Armed/ Railways/ MD Housing/Security / CD-SDRF/ Director SSG/ Director SKPA Udhampur.
3. IGP /Traffic/ Jammu Zone/ Crime/ Kashmir /Dir. ACB/Tech. /Telecom
4. FA/CAO PHQ for information and n/action..
5. Director SSF J&K, Jammu.
6. SSP, PCR Srinagar/Jammu.
7. Principal PTS Kathua/Manigam/CTC Lethpora/ STC Sheeri /Talwara.
8. Director, FSL, J&K.
9. Administrative Officer PHQ for information and necessary action in respect of the officers/officials posted/attached with PHQ after authentication.
10. IC IT centre PHQ to upload the circular in J&K Police website.

**PROFORMA FOR ALLOTMENT OF HOTEL ACCOMMODATION AT SRINAGAR FOR MOVE PERIOD
MAY TO OCTOBER-2020 (SUMMER SESSION)**

Plz. tick in the appropriate column:

Move Office	
Non Move Office	

Space for
photograph

1.	Name	
2.	Rank/ Designation	
3.	PI D No. in case of Police personnel (PID number must be of nine characters i.e. EXK123456)	
4.	Name of the Unit where from salary drawn	
5.	Present place of posting /attached with	
6.	Permanent Home address	
7.	Gender (Male/Female)	
8.	Gazetted/Non-Gazetted	
9.	Scale of pay with grade	
10.	Date of retirement	
11.	Last year accommodation Hotel/Quarter/Private House/Fresh (specify name of the Hotel/G. House with room number)	
12.	Whether having residential house in Srinagar in his /her own name or in the name of any family members (provide details)	
13.	Whether receiving HRA	
14.	Contact Number	

I state and undertake that the above mentioned details are true to be best of my knowledge and belief and nothing has been concealed. In case any information given by me is found incorrect, the department will be within its rights to issue any notice and I shall be liable to pay rent as per the market rates with 100% penalty and also be liable for action under rules on the subject. Further, as soon as I am transferred out of Srinagar City I shall handover the accommodation allotted to me, if other wise, not allowed/ permitted.

I also undertake that neither I nor my spouse/ family member owns a house in Srinagar City.

Signature of the applicant

Date: _____

Certificate (s) to be recorded by the concerned HOD/ DDO

I _____ posted at _____ do hereby certify that the information given above by the applicant has been checked and verified by me as per applicant's service record and is correct. The officer/official is hereby recommended for allotment of hotel accommodation with justification that _____

DDO /Head of the Office,
Seal and Signature