

WIRELESS MESSAGE/2MBPS

TO: ALL DDOs OF J&K POLICE

FROM: POLICE J&K-SRINAGAR.

NO: BD/HOTEL/2017/19/3077-3174

DATED: 06/09/2017

PLEASE REFER PHQ J&K CIRCULAR ISSUED UNDER ENDST. NO. BD/HOTELS/2016/02/2966-3045 DATED 17.8.2016 REGARDING ALLOTMENT OF HOTEL ACCOMMODATION AT SRINAGAR FOR NON MOVE EMPLOYEES OF J&K POLICE FOR WINTER SESSION W.E.F. NOVEMBER 2017 TO APRIL 2018 (.) IN THIS CONNECTION YOU ARE REQUESTED TO FURNISH THE LIST OF POLICE PERSONNEL PERFORMING DUTIES IN NON MOVE OFFICES AT SRINAGAR AND SEEKING HOTEL ACCOMMODATION (PREFERABLY EMPLOYEES OF JAMMU DIVISION & FAR FLUNG AREA OF KASHMIR DIVISION) ALONGWITH APPLICATION FORMS ALREADY CIRCULATED VIDE ABOVE QUOTED PHQ CIRCULAR (.) THE REQUISITE INFORMATION SHOULD REACH TO PHQ BY OR BEFORE 15TH INSTANT (.) INCOMPLETE APPLICATION FORMS /WITHOUT RECOMMENDATION OF DDOs SHALL NOT BE ENTERTAINED (.)

ORG. SIGNATURE,
AIG (BUILDINGS) PHQ
FOR DGP, J&K-SRINAGR.

T.O.O

PTY.

copy to the :-

1. DG, Prisons Department, J&K Srinagar.
2. Commandant General, HG/CD/SDRF, J&K Srinagar.
3. ADGP, Armed J&K, Srinagar
4. MD, JKPHC, J&K, Srinagar.
5. Director Vigilance, J&K Srinagar.
6. IGP, CID J&K Srinagar.
7. IGP Kashmir Zone/Jammu Zone.
8. IGP, Technical Services/Railways/Crime/Security/Telecom/Traffic/ SHRC, J&K Srinagar.
9. Director, FSL/SSG/DPT, J&K Srinagar.
10. I/C IT Centre PHQ to upload the signal, PHQ circular quoted above and application forms in J&K Police Website.

CIRCULAR
(Hotel Accommodation)

It has been observed that the employees of J&K Police while seeking Hotel Accommodation at Srinagar submit their application forms in different formats with incomplete information which hinders the maintenance of record.

It is, therefore enjoined upon all concerned that henceforth the application forms shall only be entertained which are filled as per the enclosed format duly attested/ recommended by the concerned DDO /Supervisory Officer. The application form should also be supported with self attested photocopy of Personal Identity Card. Further, no cancellation/change of hotel allotment shall be considered unless the DDO/Supervisory Officer conveys justification for the same.

In case such employees who are availing hotel accommodation, proceed on leave/ training/ special duty/ retire/ get transferred etc. then the concerned DDO/Supervisory Officer shall inform PHQ forthwith.

The application forms for allotment of Hotel accommodation should reach PHQ between 15th of February to 15th of March for summer session (Move Period) and between 15th of August to 15th of September for winter session (Non Move Period)

V.K. Singh
17/8/16
(V. K. Singh) IPS

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

Dated: 17 . 08. 2016.

No:BD/Hotel/2016/02/ 2966-3045

Copy to the:

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3. Additional DGP, CID/Security/Armed, J&K Srinagar.
4. MD, JKPHC, Srinagar.
5. IGP Kashmir Zone/Jammu Zone.
6. IGP, Technical Services/Railways/Crime/Vigilance/Telecom/Traffic/SHRC, J&K Srinagar.
7. Director, FSL/SSG/DPT, J&K Srinagar.
8. Director Estates J&K Srinagar.
9. SSP Security J&K Srinagar.
10. SSP Security Jammu/Kashmir.
11. SSP, PCR, Jammu/Srinagar.
12. All DDOs of Police Department.
13. I/C IT Centre PHQ to upload the circular in J&K Police Website.

PROFORMA FOR ALLOTMENT OF HOTEL ACCOMMODATION AT SRINAGAR MOVE/NON MOVE
(SUMMER/WINTER SESSION _____)

Pl. Tick the in the appropriate column:

Move May to Oct	
Non Move May to Oct	
Non Move Nov. to Apr.	

Space for
photograph to
be attested by
DDO/HOD)

1.	*Name	
2.	*Rank/Designation	
3.	* PID No. in case of Police personnel (PID number must be of nine characters eg. ARP001632)	
4.	*Name of the Unit where from salary drawn	
5.	*Present Posting /attached with	
6.	Permanent Home address	
7.	Gender (Male/Female)	
8.	Parent Department (please specify whether Government Department/Corporation /Autonomous Body)	
9.	Gazetted/Non-Gazetted	
10.	Scale of pay with grade	
11.	Date of retirement	
12.	Nature of service (Permanent/Adhoc/Contractual/Casual)	
13.	Last year accommodation Hotel/Quarter/Private House/Fresh (specify details)	
14.	If Hotel /Guest House (Name of the Hotel/Guest House)	
15.	Whether having residential house in Srinagar in his /her own name or in the name of any family members (provide details)	
16.	Whether receiving HRA	
17.	Contact No.	

*** Column 1 to 5 are mandatory.**

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, I shall be liable to pay rent as per the market rates with 100% penalty and shall also be liable for action under rules on the subject.

Signature of the applicant

Date: _____

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.

DDO /Head of the Office,
Seal and Signature