संजय गांधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ
SANJAY GANDHI POST GRADUATE INSTITUTE OF MEDICAL SCIENCES,
RAEBARELI ROAD, LUCKNOW-226014

Ref. No. PGI/Estate/H-290/ 988 /2019   Dated: 25 Oct., 2019

CIRCULAR

Further to office order no. PGI/Estate/H-109/487/14 dt. 22-10-2014, the following is notified, with immediate effect:

1. The allotment year was notified to begin on 1st January, every year.

2. Accordingly, in terms of Rule 7, applications for allotment during the Allotment Year 2020 are invited from all applicants desirous of inclusion of their names in the seniority list for **"ALLOTMENT YEAR 2020"**.

3. All desirous applicants should submit applications in the format prescribed in the rules, duly verified by their respective Establishment Office to the Estate Officer, during the period **25-10-2019 to 25-11-2019**. In this regard the following may please be noted:

    a) Applications submitted for the allotment year 2019 or otherwise till date, shall not be considered for Allotment Year 2020, and all those desirous of allotment shall have to apply afresh.

    b) Counter signature of the HOD is not mandatory. Applicants who do not wish to have specific recommendations of HOD, may submit their applications directly after obtaining the verification from their respective Establishment office in-charge.

    c) The applications shall be received only during the above period. **A separate application register for 2020 shall be maintained by the Estate Office and all are advised to note the serial number allotted to their application, for future reference.**

    d) Applications not bearing the verification of the Establishment office or incomplete applications shall not be accepted.

    e) As per Rule 7, applications for inclusion in the list shall not be entertained after the period stated above, except in case of new joining till notifications for the next Allotment Year.

    f) The staff members who fail to get allotment during the allotment year 2020 shall have to apply afresh for the next allotment year i.e. 2021.

Annexure: Proforma of Application.

(Sudhir Saxena)
Estate Officer.

Copy to the following for information & further action:

1. Director.
2. Additional Director.
3. Executive Registrar.
4. Chief Medical Superintendent.
5. Medical Superintendent.
6. All HOD's through e-mail for circulation of above information for other Faculty Members and subordinate staffs.
7. Joint Director (Admin.).
8. Joint Director (MM.).
9. Finance Officer.
10. I/c, Server Room for circulation of above information on Institute's website.
11. Chief Nursing Officer for circulation of above information for all subordinate Nursing Staffs.
12. All Notice Boards.

(Sudhir Saxena)
Estate Officer.

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भवन आवंटन हेतु प्रार्थना-पत्र
(एक आवेदन पत्र केवल एक श्रेणी के आवास हेतु ही मान्य होगा)

	आवेदित आवास की श्रेणी	टाईप--		
1.	आवेदक का नाम (हिन्दी में)			
	(अंग्रेजी में)			
2.	पिता/पति का नाम			
3.	स्थायी पता (प्रदेश सहित)			
4.	जन्म-तिथि			
5.	जाति (प्रमाण-पत्र सहित)	UR OBC SC ST (Please Tick)		
6.	आवेदक अविवाहित है या विवाहित			
7.	संस्थान में योगदान की तिथि/रैंक कमांक	रैंक		
8.	संस्थान में योगदान की तिथि को –			
	(क) पदनाम			
	(ख) वेतनमान एवं ग्रेड–पे/लेवल	वेतनमान	ग्रेड–पे/लेवल	
	(ग) अर्ह आवास का प्रकार			
9.	आवेदक का वर्तमान –			
	(क) पदनाम			
	(ख) वेतनमान/ग्रेड पे/लेवल	वेतनमान	लेवल	
	(ग) किस तिथि से			
	(घ) अर्ह आवास का प्रकार (सातवे वेतनमान अनुसार)			
10.	वर्तमान आवास			
	(क) परिसर	टाईप आवास सं0		
	(ख परिसर से बाहर			
11.	वर्तमान तैनाती विभाग			

बिन्दु सं0 3, 5, 7, 8 एवं 9 के संबंध में संबंधित अधिष्ठान से कार्यालय अभिलेखानुसार आख्या हस्ताक्षर सहित	आवेदक का हस्ताक्षर	
	आवेदक का नाम	
	पदनाम	
	विभाग	
विभागाध्यक्ष की संस्तुति मोहरं सहित	फोन नंबर/मो0नं0	
	व्हाट्सएप नं0	
	ई.आई.डी.नं0	
	दिनांक	