

'GO GREEN'  
'MAKE ICF PLASTIC FREE'

सवारी हिन्वा कारखाना, चेन्नै 600038  
INTEGRAL COACH FACTORY, CHENNAI-600 038

Office of the PCPO,  
Date: 09/03/2019

Quarters Allotment Order No.32/2019  
Reg: Circular No.PB/Q/76 Dated 13.02.2019 – QUARTERS MELA  
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Consequent on having expressed his unwillingness either to occupy or to move to his allotted quarters, respective allotment order of the following employees is treated as cancelled.

Sl.No.	Name, Emp.No. Designation	A.O.No. Date of Allotment Type of Qrs	A.O. Sl No	Qrs allotted (Sub Type) Colony	Unwillingness letter dt Remarks
1	VENKATESWARAN.G 830910 Tech-2 FIT-CSU 223/7018 Body/Shell	22 20/02/2019 Type: 2	17	0564/03 (21) South	02/03/2018 Cancelled

The under mention employee who are now residing outside/in quarters are expressing their willingness for allotment of the quarters as per above circular

**Conditions:**

- Employees whoever allotted with quarters are hereby advised to receive the keys from the SSE/Works concerned within 2 days from the date of receipt of allotment.
- After the inspection, whatever works required to be attended inside and outside the quarters, are to be informed to the SSE/Works or SSE/Electrical concerned in writing.
- SSE/Works and SSE/Electrical have been advised to attend to the complaints within a period of 15 days.
- Color wash also, if not done already, will be done during this 15 days period.
- If the complaints given to the SSEs are not rectified within 15 days period, the same should be brought to the notice of SPO/Gaz.
- It is also informed that recovery towards rent and other charges will commence on 15<sup>th</sup> day from the date of acknowledgment of quarters allotment order or date of occupation or completion of the work by SSE/Works or SSE/Electrical concerned, whichever is earlier.
- Employees may also note that if they express unwillingness to occupy the allotted quarters, they will not be eligible for allotment of quarters on any grounds for the next 2 years and their names will be removed from the seniority list

Sl.No.	Name, Emp.No. Designation S/Sri	Existing Qrs (Sub Type)	Qrs.No. allotted Colony (Sub Type)	Vacant From/ Insp Dt.	Remarks
1	RAMESH BABU.D 832771 Tech-3 Welder 211/1360 Roof & Under	Residing Outside/ ( )	0564/03 South (21)	02/03/2018 02/01/2017	Type: 2 Change Allotment

  
Senior Personnel Officer/Gaz

No:PB/Q/76 dated: 09/03/2019

- Dy.CEE/M,SSE/W/GL/SM,SC, SSE/Shop-74, A.O.File,
- AO/CAS,APO/Bills - for information. They will please ensure to Stop HRA and recover House Rent from the 15th day after receipt of the order or from the actual date of occupation whichever is earlier. They will also ensure recovery of damage rate of rent in accordance with P.O.No.1 dtd 15.5.2001 and Procedure Order No.12 dtd 20.11.2002 in case of occupation of Dual quarters.
- SSE/Ch.OS-211, 223

(They will please serve those order to the employees, get acknowledged in the proforma enclosed and forward the same to this office failing which responsibilities will be fixed for non-recovery of rent.)

4.Chief Staff & W.I/Shell and Fur.