

'GO GREEN'
'MAKE ICF PLASTIC FREE'

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

Office of the PCPO,
Date:03/05/2019

Quarters Allotment Order No: 61/2019
Reg: Circular No.PB/Q/76 Dated 27.04.2019 – COMMON POOL

The under mention employees who are now residing outside/in quarters have expressed their willingness for allotment of the quarters from the COMMON POOL as per circular mentioned. above

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 15th 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, which ever as 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)	Remarks
1	MADHAN SAMRAJ.K 871834 Genl.Asst.(Mech) S5CSU 76A/ Plant Office	Residing Outside/ ()	0476/03 South (13)	Type: 1 Common Pool Allotment
2	VENKATESAN.G 859317 Asst.(Depot Stores) 661/ Depot/Fur	Residing Outside/ ()	0700/04 South (13)	Type: 1 Common Pool Allotment


Senior Personnel Officer/Gaz

No:PB/Q/76 dated: 03/05/2019

1.Dy.CEE/M,SSE/W/GL/SM,SC, SSE/Shop-74, A.O.File.

2.AFA/CAS,SPO/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.

3.SSE/Ch.OS-304, 661, 76A

(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.