F NO. 207/16/2017/Adv VIH/EC
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE

18 JUL 2017

To

All Pr. Chief Commissioners/Chief Commissioners,
All Directors General/Directionals,
All Commissioners,
under CBEC.

Subject: - Furnishing detail of Domestic help/servant(s) residing in servant quarter with allottee.

I am directed to forward herewith a copy of letter No.12032/1/2015-Pol.II dated 15.05.2017, received from Ministry of Urban Development, Directorate of Estates on the subject mentioned above for information and necessary action.

Enclo: - as above

Yours faithfully,

(B. Ginkhan Mang)
Under Secretary to the Govt. of India

Copy to:
1. PS to Chairman & All Members, CBEC
2. All JS/Commissioners in CBEC.
3. Webmaster, DG, Systems and Data Management CBEC, with the request to upload the letter on CBEC website.
OFFICE MEMORANDUM

Subject: Furnishing of details of Domestic help/servant(s) residing in servant quarter with allotee.

It has been inter alia observed by the 17th report of the Parliamentary Standing Committee that "Type V accommodation & above are provided with in-built servant quarters. Since the servant quarters are part and parcel of such accommodations, all provisions under allotment of Government Residences (General Pool in Delhi) Rules, 1963 hold for such servant quarters also. The concerned allotees are responsible to engage servants in their attached servant quarters duly verified by themselves."

2. Keeping in view the above observation of the 17th report of the Parliamentary Standing Committee, it has now been decided by the competent authority to make a provision for allotees to furnish the details of domestic help/servant(s) residing in servant quarter(s) with allottee, to the Directorate of Estates, in an online format at the time of acceptance of accommodation.

3. In view of the above, DD(Computer) is requested to devise an online verification form to be filled by allotees, furnishing the details of domestic help/servant(s) residing in servant quarter for all accommodation where servant quarter(s) are being provided alongwith the said accommodation. Allotees have to log into the ASA with their respective login IDs and furnish the verified details of servant(s)/ domestic help(s) residing with them at the time of giving acceptance of the government accommodation, as per the online format annexed herewith.

4. DD(Computer) may furnish an action taken report to Policy Division at the earliest.

Encl: As above

(Swarnali Banerjee)
Deputy Director of Estates (Policy)
Tele: 2306 2505
Annexure

Government of India
Ministry of Urban Development
Directorate of Estates

Details of Domestic help/Servant residing with allottee

1. Registration Number:
2. Alt ID:
3. Particulars of Domestic help/servant(s):
   a. Name of self and family member(s) [if any]
   b. Date of Birth and Age on date
   c. Sex
   d. Father's Name
   e. Permanent Address
   f. Details of any identification proof
   g. Date since when employed
   h. Any physical distinguished mark
   i. Photograph/Joint photograph of family

4. I hereby declare that person(s) mentioned above is/are staying with the undersigned.