

Indian Agricultural Research Institute,
New Delhi -110012.

No. 13-14/08-H

Dated : 18.12.08

To

Sh. N. Raja
Sr. Administrative Officer (RTI).

AAO (RTI)
18/12/08

Dr. N. K. Gupta
18/12/08

**Subject : Information under Section 4, Sub-Section 1(6) of RTI Act
2005 - Request regarding -**

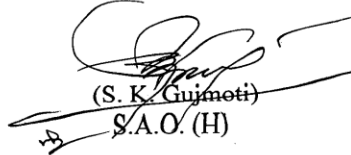
Sir,

Please refer to your letter No.1-11/80-RTI/Sec.4.1(b)(vi) on the above noted subject.

As desired, requisite information is furnished for further necessary action.

Yours faithfully,

RTI Dy. No. 702
स.अ.अ. डाक सं.
Dated 18/12/08


(S. K. Gujmoti)
S.A.O. (H)

HOUSING SECTION

The Director, IARI is the Principal Executive Officer of the Institute.

The Housing Section is one of the Sections functioning in the office of the Director, IARI. The Chief Administrative Officer (Housing) – Mr. Sanjay Kant, is responsible for the overall supervision and SAO (Housing) – Mr. S.K. Gujmoti, is controlling the functioning of the Housing Section with the assistance of Asstt. Administrative Officer (Mr. C.S.Issar) who is looking after the day to day activities of the Section. The following five Administrative and one Supporting Staff have been provided for the sectional activities :

- Mrs. Manju Bala Hasija, Sr. Clerk
- Mrs. Gayatri Kapoor, Sr. Clerk
- Mrs. Shama Sharma Sr. Clerk
- Mrs. A. Bhatnagar, Sr. Clerk
- Mr. Bachhu Singh, Sr. Clerk
- Mr. Arjun Dev, Supporting Staff

FUNCTIONS

- Allotment of residences of different categories to entitle officials.
- Cancellation of allotments due to retirement, death etc. and granting further retention, if permissible.
- Taking matter with the Estate Officer (appointed by the ICAR) for eviction in case of unauthorized retention / over stayal.
- Maintaining Waiting List of all categories of residences for allotment.
- Maintaining all relevant records, such as Allotment Registers / Register seeking change of residences / Licence fee recovery registers.

REFERENCE BOOKS / MANUAL BEING USED

1. FR&SR / Allotment & Licence Fee of Govt. Residences.
2. IARI Allotment Rules.
3. Instructions / guidelines issued by the GOI/ICAR from time to time on the matter in handling the Section.
4. Waiting List of various categories of residences.
5. List of change of residences of various categories.

COMMITTEES

- HARC i.e. Housing Allotment Reservation Committee is responsible for examining the cases for out of turn allotment under the provisions contained in relevant rules.
- HIC i.e. Housing Inspection Committee is responsible for inspecting the residences referred by the Section.