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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
MAULANA AZAD MEDICAL COLLEGE  
2-BAHADUR SHAH ZAFAR MARG: NEW DELHI-110002  
(ESTATE CELL)

Phone-23239271-75 Extn.215, Email: [aoestatemamc@gmail.com](mailto:aoestatemamc@gmail.com)



No. F.1/Misc/Sublet/EC/MC/2023/ 1710

Dated:- 24/01/2023

**URGENT/TIME BOUND**

**CIRCULAR**

It has come to the notice of the Competent Authority that the officials/officers who are presently working in LNH, GIPMER, GNEC, MAIDS, MAMC and who have been allotted different type of Government Accommodation (Type I to Type IV) in MAMC Campus that some of the Allotees subletting their Quarters to other persons, the act which is unbecoming of Govt. Servant and violated the Rule 15A of CCS (Conduct) Rule 1964.

In this regard, all the allottee Type I to Type IV are therefore directed to furnish an undertaking that the allotted Quarter to them is being used by them and has not been subletted to other persons/ unauthorized and also furnish the details of their spouse if He/She is Government servant is enclosed herewith and submit in the Estate Cell duly forwarded by their respective Head of Department latest by 15.02.2023 through R&I.

If in future, any information/complaint regarding subletting the Govt. Quarter has been received in Estate Cell, Competent Authority will initiate the Disciplinary Proceeding against the Officials/Officers under Rule 15A of CCS (Conduct) Rule 1964 and **Market Rent** will be charged from the **Date of Allotment** of Govt. Quarter allottee

All MS/MD of LNH, GIPMER, GNEC, MAIDS, MAMC are requested to circulate to all the departments under their Administrative Control with this direction for all Officers/Officials to submit the undertaking duly forwarded by HOD to Estate Cell of MAMC.

This issues, with the prior approval of Dean (MAMC).

Encl: as above (UNDERTAKING)

(Kamal Gautam)  
Administrative Officer (Estate)

**Copy for information and necessary action to:-**

1. The Dean, MAMC, New Delhi-02
2. The Medical Superintendent, LNH, New Delhi-02
3. The Director, GIPMER, New Delhi-02
4. The Director, GNEC, New Delhi-02
5. The Principal, MAIDS, New Delhi-02
6. JE(Civil), MAMC New-02
7. JE(Electrical), MAMC New-02
8. All HOD/Branch In-Charge.
9. In-Charge, Data Centre, MAMC, New Delhi-02 with the direction to upload the circular on the website of MAMC.

(Kamal Gautam)  
Administrative Officer (Estate)

**MAULANA AZAD MEDICAL COLLEGE,  
NEW DELHI-110002.  
(ESTATE CELL)**

**UNDERTAKING**

I \_\_\_\_\_ designation \_\_\_\_\_

S/D/W of Sh. \_\_\_\_\_ Resident of \_\_\_\_\_

Working in \_\_\_\_\_ Department of LNH/GIPMER/GNEC/MAIDS/MAMC

do hereby undertake :-

- A) That I being the "Essential Staff" as stipulated in the (Allotment of Residences) Rules, 1977, Rule-II(e) claim for leave or monetary considerations.
- B) That my husband/wife has not been allotted any Govt. accommodation/residence by the Institute/ Govt. of India, Local Admn. & Autonomous body etc.
- C) I undertake that in the event of above undertaking is found to be false, Disciplinary proceedings as per Rules may be initiated against me.
- D) I have not sublet the Govt. Quarter No. \_\_\_\_\_ allotted to me.
- E) I have not erect unauthorized construction in and around the above said quarter.

Dated : \_\_\_\_\_

Place: \_\_\_\_\_

**(Signature of the Allottee)**

Name :

Designation:

Mobile No.:

**Forwarded by HOD:**