



8, Jan Marg, Sector
Chandigarh
0172 - 2511141



No. HB(S)/EA-V/2026/3130954

Dated: 22-09-2026

To

1. The Chief Engineer, CHB.
2. The Superintending Engineer-I/II, CHB.
3. The Enforcement Officer, CHB.
4. The Executive Engineer-I/II/III/IV/V/VI/VII/HQ/PMAY/Architect, CHB.
5. The Chief Accounts Officer, CHB.
6. The Accounts Officer-I/II/III/IV/V/Policy/Commercial/CLO/Colony, CHB.
7. The Senior Law Officer, CHB.
8. The Section Officer-Pre-Allotment, CHB.
- ✓ 9. The Computer In-charge, CHB.
10. Superintendent Admn./ Manager Record Room, CHB.

Subject: Allotment of Rental Accommodation to CHB employees.

Applications are invited on the prescribed proforma (copy enclosed) from the eligible regular employees of the board for allotment of different type of houses meet for on rental falling vacant in various sectors of Chandigarh. To ascertain the seniority of the employee for allotment of rental accommodation in near future due to vacant on account of retirement/cancellation, a fresh seniority list is required to be maintained in accordance with the executive order 52 dated 05.03.2018 as amended from time to time and as per the table for ascertaining the eligibility of the type of the houses as defined under Clause 5 of the rules ibid in the said order. **(Copy of order is available on <https://chbonline.in/office-orders/>).**

Further, the House Allotment Committee can also consider the request for allotment of rental accommodation to the employees of other categories, if there is no application for allotment of rental accommodation received in any category of house. In such cases, CHB charge licence fee and other charges as are applicable in the category of houses to be allotted.

The contents of this letter may kindly be brought to the notice of all concerned and the applications of the eligible employees duly verified the details with particulars furnished by the employees may please be forwarded to Admn. Branch on or before 13.10.2026 positively. No individual application shall be entertained after 13.10.2026. The officer/officials desiring change of accommodation already occupied by him/her may give separate application addressed to the Secretary, CHB on the proforma enclosed herewith.

Note: Incomplete application form will be rejected.

DA: 1. Application format
2. List of Vacant Houses.

Administrative Officer,
Chandigarh Housing Board,
Chandigarh.

Endst. No. HB(S)/EA-V/2026/3130954

Dated: 22-09-2026

A copy is forwarded to the PA to Chairman/CEO/ Secretary, CHB for information of the officer please.

Digitally signed by
DEEPAK KUMAR
Date: 22-09-2026
15:00:26

Administrative Officer,
Chandigarh Housing Board,
Chandigarh.

APPLICATION FORM FOR ALLOTMENT OF BOARD RENTAL ACCOMMODATION AT CHANDIGARH.

To

The Secretary,
Chandigarh Housing Board,
Chandigarh.

Subject: Application for the allotment of Board Rental Accommodation at Chandigarh.

Sir,

The undersigned applies for the allotment of a ____Type house at Chandigarh.

1. Name in block letter. _____
2. Designation. _____
3. Father's/Husband's Name. _____
4. (a) Date of Birth. _____
(b) Date of retirement. _____
5. Place of duty & Present Address:
(a) Official Address. _____
(b) Residential address. _____
6. (a) Date of joining Govt. Service. _____
(b) Pay & Special Pay on that day. _____
(c) Scale of pay. _____
(d) Designation/Group on that day. _____
7. Whether permanent/regular or not. _____
8. Particulars of the Government/
Board house under the occupation
of applicant or his/her spouse: _____
9. Whether the applicant or his/her
spouse or any of his/her dependent
children owns, any house in the
Union Territory of Chandigarh,
Panchkula or Mohali. _____
(a) If yes, give details thereof i.e. House
No., Sector, Place, Area, Rental
Value etc. _____
(b) Is the applicant ready to pay double
the normal licence fee. _____
10. Whether the applicant has applied for

(a) If yes, give details thereof. _____

12. (a) Date since when he/she is entitled
for the type of house applied for. _____

(b) Basic Pay & Special pay on
that day. _____

(c) Scale of pay. _____

(d) Designation & Class(Group)
on that date. _____

(e) DATE OF REGULAR. _____

13. Whether pay was ever reduced or he/she
was ever demoted after the date since
when he/she is entitled for the type
of house applied for. _____

14. Present pay/Designation on the date of
Application. _____

(a) Basic Pay Special Pay. _____

(b) Scale of pay. _____

(c) Designation/Group of service. _____

1. I certify that I have been serving in the office of the Chandigarh Housing Board or on foreign service, except for periods of leave without pay since _____ (in case there is any break, this may be specified).
2. I certify that I have not been debarred from allotment of any type of house.
If debarred give reasons for debarment along with the Allotment No. _____ dated _____ with which previous house was allotted.
If government/Board house was surrendered, No. of house, Type of house & Sector with date of vacation may be indicated.
3. I certify that I have not applied for any other type of house.
4. I agree to abide by the Chandigarh Housing Board (Allotment of Houses on rental basis) Regular amended from time to time.
5. I certify that my stay in the Government/Board service is continuous from the date of entitlement as shown in COLUMN NO.12. During the said period my pay was neither decreased due to demotion or any other reason nor demoted from the post.
6. I certify that the particulars given above are true and correct to the best of my knowledge and belief and nothing has been concealed there from. In case the particulars given above are found incorrect, I shall be liable for disciplinary action in addition to cancellation of allotment of my house.
7. I undertake to intimate within seven days that fact of my retirement/transfer to any other office(whether eligible or ineligible)failing which I render myself for cancellation of the house under my occupation.

Yours faithfully,

(Signature of the applicant)

Endst. No. _____ Dated : _____

Forwarded in original to the Secretary, Chandigarh Housing Board, Chandigarh.

- 1.(a) It is certified that the particulars mentioned above by the applicant are correct.
- (b) That his/her stay as declared in COLUMN NO.12 (to be specified) i.e. _____ from _____ making him/her entitled for the allotment of _____ Type house as applied for has been verified from his/her service record & is correct.
- (c) That she/he has been drawing the basic pay of Rs. _____ plus special pay of Rs. _____ from _____ and has been holding the post of _____ (Class/group I/II/III/IV post) from _____ and it was not decreased due to demotion or any other reason at any time since the date of his/her entitlement.
2. It is certified that as per records of this office he or his spouse or any of his/her dependent children owns/does not own any house at Union Territory of Chandigarh, Panchkula or Mohali.
3. It is certified that the applicant has not applied for any other type of government/Board residence.
4. It is certified that the applicant has never been debarred for allotment of government/Board residence due to any reason.

(Head of Department)
with seal.

NOTE: The Head of office should not forward any application unless he has satisfied himself about the particulars filled in by the applicant.

APPLICATION FORM FOR CHANGE OF HOUSE

To

The Secretary,
Chandigarh Housing Board,
Chandigarh.

Sir,

I request for the change of Board house allotted to me. The detailed particulars of the house in occupation and the house required in change are given hereunder:-

1. Name of the allottee: _____
2. Designation : _____
3. Department : _____
4. Father's/ Husband's Name: _____
5. Date of Birth: _____
6. Date of retirement : _____
7. Detail of house allotted/remained in possession of the allottee, as at Sr. No. 1 above, since his/her joining at Chandigarh.

Type of	House No. and Sector	Allotment order No. and Date	Date of House occupation of House
---------	----------------------	---------------------------------	---

- | | | | |
|----------|-------|-------|-------|
| a) ----- | ----- | ----- | ----- |
| b) ----- | ----- | ----- | ----- |
| c) ----- | ----- | ----- | ----- |
| d) ----- | ----- | ----- | ----- |
| e) ----- | ----- | ----- | ----- |

(Detail of all the house allotted to the applicant/ allottee, whether occupied or not should be entered above.

8. Type, No. and Sector of house in occupation at present.

(Please attach photo copy of the allotment order and possession certificate of the said house.)

9. Reasons for asking change of the house.

- 10.(i) Whether the request is for a particular type, house number and Sector; if yes give details :

(a) Type of the house -----

(b) House No. ----- Sector -----

- (ii) If the request is not for a particular house, then please give the choice of floor, particular type and sector etc. if any-----

concealment of the facts.

I also certify that the house is in my personal occupation and no part of it has been let out to anyone by me.

Signature of the applicant

Date-----

(Recommendations of the Head of the Department/ Office of the allottee)

office of the -----

Endorsement No.----- Dated:-----

The request of Sh./Smt. _____ working in this office as -----
(Designation) and is presently living in Government/Board Rental House No. _____, Sector _____ As
per record of this office is forwarded in original to the Secretary, Chandigarh Housing Board, Chandigarh. It is
certified that the licence fee for the said house is being recovered from his/her pay regularly and is being
deposited with the Chief Accounts Officer, Chandigarh Housing Board, Chandigarh and there are no arrears
of licence fee outstanding against the applicant.

1. The reasons for the change of the house given by him/her in the application are
justified and as such the request of the applicant is recommended.

Signature of the Head of Office/
Department with the seal of office.

Sr. No.	House No.	Sector	Type	Remarks (House/ Flats are in liveable condition except switch socket repair)
1	2615/2	47-C	IV	-do-
2	3402/2	40-D	III	-do-
3	3408/2	40-D	III	-do-
4	298/2	45-A	II	-do-
5	3317/2	45-D	II	-do-
6	3354/1	45-D	II	-do-
7	3432	45-D	II	-do-
8	3433/2	45-D	II	-do-
9	3434/1	45-D	II	-do-
10	3440/2	45-D	II	-do-
11	3442	45-D	II	-do-
12	2502	Indira Colony	I	-do-
13	2503	Indira Colony	I	-do-
14	2503/3	Indira Colony	I	-do-
15	2504	Indira Colony	I	-do-
16	2516	Indira Colony	I	-do-
17	2516/1	Indira Colony	I	-do-
18	2516/2	Indira Colony	I	-do-
19	2517	Indira Colony	I	-do-
20	2519/3	Indira Colony	I	-do-
21	2524/3	Indira Colony	I	-do-
22	2527/3	Indira Colony	I	-do-
23	2529	Indira Colony	I	-do-
24	2529/3	Indira Colony	I	-do-
25	2547/2	Indira Colony	I	-do-
26	2548/1	Indira Colony	I	-do-
27	101, CHB Store, Ph-I	Industrial Area	I	-do-
28	103, CHB Store, Ph-I	Industrial Area	I	-do-
29	104, CHB Store, Ph-I	Industrial Area	I	-do-
30	105, CHB Store, Ph-I	Industrial Area	I	-do-

[Signature]
SOF-III

[Signature]
12/08/26
JE (Elect)